



ARGYLE
COMMUNITY
TRUST

Job Application Pack

BTEC Sports and Esports Tutor





Who we are...

We are the leading sport for social good charity in Devon and Cornwall, operating over 2,700 square miles.

We utilise the prestige of football and the reach of the club to inspire, engage, and help people of all ages, genders, races, and socioeconomic statuses, with a vision to 'provide opportunities to all people within our local communities by inspiring and empowering them through sport'.

Our Values

We endeavour to uphold six core organisational values:

Professionalism - our staff are role models, coaches, mentors, and teachers and must conduct themselves professionally.

Inclusivity - we believe in fair play and having open access for all. We aim to celebrate diversity and focus on the needs of each individual and community.

Respect - we respect our partners, people, and communities and aim to gain the respect of others.

Excellence - we strive for excellence in all we do to support our beneficiaries and ensure they reach their full potential.

Honesty - we are open and transparent in all our work and with the communities we serve.

Pride - we are proud of what the organisation and its parent club represent.

What we do...

Our work across Devon and Cornwall focuses on removing barriers to participation and offering opportunities that are accessible to all communities in our operational area. We maintain a focus on disadvantaged and isolated communities, underrepresented groups, at-risk children, young people, and adults.

We strive to work ethically and transparently in everything we do.

Our Mission

Our mission is to inspire and make a positive difference to Devon and Cornwall communities through the power of sport and the brand of Plymouth Argyle Football Club. In short 'We are One Argyle.'

Our work strands focus on six key areas, all aligning with our strategic aims which are to:

Empower people in the communities of Devon and Cornwall to overcome inequalities and raise aspirations by providing opportunities and accredited attainment.

Promote physical participation and wellbeing by encouraging healthier lifestyles and removing barriers to participation.

Inspire supporters to engage with our community outreach programmes.

Improve our systems and structures to ensure we provide quality, efficient services that are value for money.

Understand and measure the impact of our programmes on the community.





ARGYLE COMMUNITY TRUST

Organisation:	Argyle Community Trust
Position:	BTEC Sports and Esports Tutor
Location:	Plymouth and Surrounding Areas
Offices:	Home Park, Outland Road , Plymouth PL2 3DQ Manadon Sports Hub, 121 St Peter's Road, PL5 3JG
Salary:	£23,000 - £30,000
Contract:	Full Time, Permanent (option for term time only pro rata)
Hours:	37.5 hours per week
Reports to:	Devon Education Manager

Benefits and Opportunities

We aim to ensure we look after our staff welfare and provide fair opportunities across the charity. Argyle Community Trust offers incentives & progression based on key performance indicators, appraisals and added value to the Trust.

Benefits

- Access to auto-enrolment pension scheme
- Relevant qualifications and training
- Ticket incentives for staff
- An opportunity to buy back on holidays
- Free access to courses for your children (immediate family) across Argyle Community Trust provisions
- Club Kit

Other Benefits

- Holiday allowance based on service, after 5 years of service your holiday entitlement will increase by 1 day each year, enabling you to increase your holiday allowance by up to 4 days
- Private healthcare after two years of service, not contractual but based on how the charity performs

Role Dependent Benefits

The Trust will also consider individual requirements needed to complete a role including:

- Work mobile phone with some allowance for personal usage
- Use of company vehicle for work purposes only
- Car Allowance

Apply Now

Closing date for applications: Thursday 31st August 5pm

Start Date: October 2023 or Negotiable to suit the right candidate

The Role

Argyle Community Trust is looking for an enthusiastic and passionate BTEC Sports and Esports tutor to join our education programme in Plymouth. Reporting to the Devon Education Manager, you will inspire, engage and ensure that every young person that goes through a Level 3 or leadership programme with us will have an opportunity to thrive and succeed. The role of Sports Tutor will be to deliver BTEC's, along with other vocational related qualifications in Sport.

Alongside the Plymouth course, the Trust runs similar programmes in Camborne and Newton Abbot. Across the Trust, education programmes have expanded by 30% during the past two years resulting in a provision of over 160 students, 10 staff and eight football teams that play in the U19's national leagues. We are proud of our results, with 100% of students completing the BTEC course and 96% achieving on or above their target grades.

This role will be based in Plymouth, delivered by Argyle Community Trust and run in partnership with City College Plymouth. Tutors will teach the qualifications through sport, most notably the medium of football, as part of ACT's Football Development Programme for students aged 16-18 years. In addition to this the tutor will deliver on another programme run in partnership with City College Plymouth, namely the BTEC Extended Diploma in esports. The successful candidate must have in-depth knowledge of the BTEC Sport and esports specifications, although the emphasis on the esports programme will be very much about the generic sports units, a knowledge of esports game play is not required. We would expect the candidate to a minimum Level 4 teaching qualification and ideally QTLS. In addition to this the tutor should have a good standard of English and mathematics as well as a willingness to undertake key administrative duties associated with the role.

There is also an opportunity for the successful candidate to deliver a sports leadership award that Argyle Community Trust currently delivers in two local prisons.

As a registered charity, the Community Trust works, in close conjunction with Plymouth Argyle Football Club and with many people across several sectors where sport has proven to be the ideal tool for creating lasting engagement with a diverse range of individuals.

Primary Objectives of the Role

- Promote a culture of respect within the department ensuring that students feel safe and supported
- Plan and deliver engaging, high-quality lessons that address the specification content for both BTEC sport and esports Level 3
- Mark and assess work, giving appropriate feedback, and maintaining records of learners' progress and development
- Ensure all learners progress in a timely manner through their qualifications adhering to schemes of work and keep learners, coaches and key stakeholders updated on learner progress

Key Internal Relationships	Key External Relationships
Devon Education Manager / Head of Education	City College Plymouth
Cornwall Education staff and tutors	BTEC examination board / EVs
Safeguarding Officer	Plymouth Argyle Academy staff

Equality, Diversity and Inclusion

Argyle Community Trust is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

Safeguarding

Argyle Community Trust is committed to safeguarding, protecting the welfare of all participants on our programmes and promoting robust policies to ensure that our staff and volunteers adhere to safe practices. The successful candidate will be subject to undertaking enhanced DBS checks prior to employment.

Job Description

Organise and Deliver

- Teach large and small groups of learners from a range of backgrounds and abilities ensuring that all learners are inspired, challenged and make progress commensurate with their ability
- Set assessment tasks and oversee examinations, liaising with the relevant body to ensure quality standards are maintained
- Assess learners work in line with BTEC standards, funding provider expectations, and in-line with our internal and external verification processes
- Record all learner evidence in line with Trust and awarding body requirements
- Organise work experience and carry out learner assessments in the workplace, as appropriate
- Assist with the recruitment for new academic years for both sport and esports courses contributing to parents' evenings, taster days, open days and careers or education conventions.

Expertise and Quality

- Research and develop new topic areas, courses and teaching materials whilst maintaining up-to-date subject knowledge
- Undertake regular teaching observations and participate in in-service training as part of continuing professional development (CPD)
- Liaise with colleagues, line manager and other educational professionals attending meetings team meetings to monitor, review and evaluate learner progress and relevant course developments.
- Understand fully the national standards for each qualification.

Student Focus

- Manage learner conduct and applying appropriate and effective measures in cases of unacceptable conduct
- Carrying out a pastoral role as a personal tutor to learners and teach PHSE topics
- Interview potential learners and conduct diagnostic assessments where appropriate and planning additional support where needed.
- Communicate with parents regarding student's progress, attitude to learning, punctuality, and attendance

Safety and Compliance

- Promote safe practices outlined in Trust policies and procedures ensuring professional standards are adhered and safeguarding is at the heart of the role.
- Familiarise yourself with external client's policies and procedures and ensure these are adhered to.
- Meet all course and general administration requirements such as management and reporting of student attendance and behaviour, Updating qualification tracker sheets producing learner reports in line with college requirements and ensuring all Health & Safety checks are completed.

Staff responsibilities

- Prioritise Health and Safety and Safeguarding when planning and delivering to ensure that the Trust protects the welfare and safety of all staff, volunteers and participants.
- Enhance the reputation of the Trust by creating positive relationships within local and national networks.
- Strive for quality & high standards, setting clear expectations and upholding Trust values.
- Take personal responsibility for executing your duties, understanding policies and following procedures.

What we are looking for in our Staff?

- Lead by example
- Treat all colleagues with respect
- Be open and honest
- Bring new ideas to the way we do things
- Listen to and learn from others
- Support and encourage each other to develop
- Embrace new thinking and technologies
- Look out for each other
- Give it everything you've got



What we are looking for in this role.

Qualifications and Experience	
Relevant teaching qualification or working towards e.g., DTLLS, DET, Level 4 CET etc	E
Degree or equivalent in relevant specialism	E
Qualified Teacher Learning and Skill Status (QTLS)	D
Minimum of one year teaching in college /vocational setting delivering BTEC (Level 3) courses	E
Assessor or Internal Verifier Qualification	D
Hold up-to-date FA Safeguarding Children or evidence of other safeguarding training	E
National coaching qualification endorsed by the sport's governing body	D
Hold a Full Driving Licence	D
Hold a D1 or Mini bus license	D
Knowledge And Understanding	
An understanding of delivering sport within an education context.	E
Knowledge and Understanding of BTEC Sport and BTEC esports Courses	E
Understanding of safeguarding principles and procedures and a commitment to safe delivery	E
Experience of working in a sport or community-based environments	E
Understanding of SEND and appropriate strategies to support learner needs	E
Have a range of positive behaviour management strategies and understand how to support and develop learners	E
Tutoring Skills and Attributes	
Communicates with others in an open, clear, concise, and purposeful way to build effective relationships and gain support and 'buy in' for ideas	
A commitment to supporting participants, and the principles of equality, diversity and inclusion	
A positive approach to motivating and successfully working with individuals who may be hard to engage.	
Compassion and understanding of issues affecting young people in education and employment	
Ability to create a strong team culture and also to be able to work independently	
A creative, can-do and solution-orientated approach to work, with the ability to solve problems	
Staff Skills and Attributes	
Proven relationship-builder at all levels with strong interpersonal skills	
Behave in an inclusive and respectful way, representing the positive EDI values of the Trust	
Ability to accurately convey meaning and deliver information in a clear and engaging way including face to face presentations and written materials	
Understand obligations regarding confidentiality, information sharing and GDPR	
Good standard of English in both written and verbal communication	



**“Our Mission
is to inspire and make a
positive difference to Devon
and Cornwall Communities.”**

How to apply:

If you can meet the specifications and would like to become part of the Argyle Community Trust team, please complete our online application form <https://forms.gle/Lr5x7kHHEndy7jAL6>. You will be given the opportunity to upload a covering letter and CV should you wish to do so however, for safer recruitment purposes, we do not accept application by CV only

In your covering letter you should draw on relevant aspects of your experience, including paid employment and voluntary work or training to demonstrate how your skills, experience and personal qualities match the requirements of this job specification.

If you would like further information or wish to discuss the post contact ACTrecruitment@pafc.co.uk

For more information about the work of Argyle Community Trust and our strategic aims visit <https://argylecommunitytrust.co.uk/about-us/>

Closing date for applications

Thursday 31st August 2023 5pm

A final word from our staff...

"I love working with different communities every day and seeing how our work makes such a huge difference to peoples' lives. I wake up each day knowing that it'll be totally different to yesterday and that can only be seen as an exciting place to work."

What do you love most about working for the Trust?

"The range of work that happens with opportunities created for diverse groups of people is amazing."

"Every day is different and I enjoy seeing the progress month upon month, year upon year."

"I felt valued and part of something since the first day I started."

"I love being able to make a positive change to peoples' health and lives whether it be mentally, socially or physically. It's always been very rewarding to see somebody progress and excel knowing that you have supported them. It's also great working in and around a football environment and the Club."

"The team we have in my department is absolutely brilliant, they daily go above and beyond what is expected of them, and I love that every day is different."