



ARGYLE
COMMUNITY
TRUST

JOB APPLICATION PACK

Post 16 Tutor Plymouth

£26,050 per annum | permanent full-time | 40 hours per week





We are proud to be the official charity of Plymouth Argyle Football Club. For over 25 years it has been our mission has been to inspire and make a positive difference to Devon and Cornwall Communities.

Our outreach work, and the impact we have on the lives of the communities we proudly serve, wouldn't be possible without our incredible people. Trust staff truly make a difference every day.

Mark Lovell - Argyle Community Trust Chief Executive Officer

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.

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 in our programmes and promoting robust policies to ensure that our staff and volunteers adhere to safe practices. Where regulated activity forms a part of the job role, the successful candidate will be subject to undertaking enhanced DBS checks prior to employment.

Candidates are advised that in order to identify any matters that might relate directly to ACT's legal duty to meet the safeguarding requirements set out in KCSIE, online searches may be carried out on short-listed applicants in order to identify incidents or issues related to a candidate's suitability to work with children.



Position:	Post 16 Tutor Plymouth
Location:	Plymouth
Offices:	The Hub at Foulston Park, Madden Road, Plymouth PL1 4NE Home Park, Plymouth PL2 3DQ
Salary:	£26,050 per annum
Contract:	Permanent, full-time
Hours:	40 hours per week
Reports to:	Post 16 Plymouth Lead

Argyle Community Trust is looking for an enthusiastic and passionate Sports Tutor to join our education programme in Plymouth. Reporting to the Post 16 Lead for Plymouth, you will inspire, engage and ensure that every young person that goes through a Post 16 programme with us will have an opportunity to thrive and succeed. The role of Sports Tutor will be to deliver across a number of vocational courses as required, these courses include but are not exclusively the level 2 NCFE Sports course, the level 3 BTEC in Sports Coaching, the YMCA level 2 gym instructors course, the YMCA level 3 personal trainer course and the level 3 esports extended diploma.

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 16-19 years. In addition to this the tutor may be required to deliver on other vocational provisions as listed above. The successful candidate must have in-depth knowledge of the BTEC Sport specification, We would expect the candidate to have 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.

In addition to the role outlined above, depending on your aspirations, interests and qualification, you may also be required to assist with the football coaching duties of the Plymouth Post 16 provision. 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.

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://hr.breathehr.com/v/post-16-tutor-41549>. 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.

If you would like further information or wish to discuss the post contact ACTrecruitment@paafc.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 - Sunday, 17 August 2025
Shortlisting - Monday, 18 August 2025
Interview Date - Tuesday, 26 August 2025

JOB DESCRIPTION

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 the vocational subjects you have been asked to teach
- 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

Supervise 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 and other awarding bodies 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 Best Practice

- 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 team meetings to monitor, review and evaluate learner progress and relevant course developments.
- Understand fully the national standards for each qualification.



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.

Customer 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.

Core 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



PERSON SPECIFICATION






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
YMCA Level 2 Gym Instructor and YMCA Level 3 Personal Trainer	D
Hold a Full Driving Licence	D
Hold a D1 or Minibus licence	D
Knowledge And Understanding	
An understanding of delivering sport within an education context.	E
Knowledge and Understanding of BTEC Sport, BTEC esports and YMCA Courses	E
Understanding of safeguarding principles and procedures and a commitment to safe delivery	E
Understanding of SEND and positive behaviour management	E
Experience of working in a sport or community-based environments	E
Have a range of positive behaviour management strategies and understand how to support and develop learners	E
Core 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 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 work independently	
A creative, can-do and solution-oriented 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, always 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; effectively conveying information at an appropriate level at an appropriate level	
Respond positively to feedback and strive for high standards and excellence in all aspects of the role.	

RELATIONSHIPS

Key Internal Relationships	Key External Relationships
Head and Deputy Head of Education	Plymouth Argyle Football Club
Post 16 Education Lead and Tutors	City College Plymouth
Higher Education Coordinator	Examination Board Contacts
Designated Safeguarding Officer	Sport England
Health and Safety Manager	



BENEFITS - WHY WORK FOR US?

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

-  Relevant qualifications and training
-  Ticket incentives for staff
-  An opportunity to buy back on holidays
-  Free access to courses for your children across Trust provisions
-  Club kit






Other Benefits

-  Holiday allowance based on service - After five years of service your holiday entitlement will increase by one day each year, enabling you to increase your holiday allowance by up to four days
-  Healthcare Cash Plan after successful completion of probation, 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



Plymouth Argyle Football in the Community Trust trading as Argyle Community Trust

Plymouth Argyle Football Club, Home Park, Plymouth, Devon, PL2 3DQ

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     [@argyletrust](https://www.instagram.com/argyletrust)

Scan to view our 2022/23
Impact Report



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Registered Charity Number 1128906
VAT number 478581341



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