

## **Job Description and Person Specification Role:**

### **Gillingham Football Club**

#### **Part-Time BTEC Tutor**

Teaching, Learning, and Assessment of L3 BTEC in Sporting Excellence & Performance

The overall purpose of the role:

To work with LFE to provide high quality learning experiences that meet the needs of learners and maintain the highest professional standards in delivering BTEC qualifications to apprentices.

#### **General Requirements:**

Teach the apprentices for the nine hours and create an inspiring learning environment that challenges and supports all apprentices.

Complete an annual assessment plan for the units you will be delivering.

Mark apprentices work on the EMS and complete associated administration within 10 working days of the learners' submission.

Provide detailed individual feedback to each apprentice on their progress, challenging the development of academic skills including English and maths.

Plan and organise delivery to ensure good/outstanding lessons are taught.

Support apprentices using various teaching and learning methods to maximise apprentice potential.

Utilise LFE teaching resources and CPD opportunities fully and effectively to enhance learner experience and employability skills.

Consistently conduct formative assessments to monitor apprentice progress. Use the information from these assessment checks to inform teaching.

Encourage apprentices to reflect on their own learning experiences and monitor their progress.

Establish open, motivational, and trusting relationships with apprentices.

Encourage apprentices to take responsibility for their learning.

Contribute to the regular (approximately 12-weekly) formal LFE review process, as per the BTEC tutor guidance, for each apprentice.

Liaise with LFE's Lead internal verifier to ensure assessment is appropriate and that apprentice work satisfies awarding body criteria.

Comply with external verification requirements of LFE's awarding body and provide if requested, access to apprentices and samples of work for scrutiny when requested.

Attend LFE training events i.e. LFE standardisation meetings and conferences, as required.

Attend/participate in meetings and other events as required.

Comply with LFE's cycle of observations of teaching, learning, and assessment.

Observing and complying with relevant LFE policies and procedures. You should ensure familiarity with your obligations to yourself, colleagues, and others on health and safety and equal opportunities ensuring that you:

1. Help eliminate discrimination by ensuring the practical application of the equality, diversity, and inclusion policy and reporting incidents of discrimination to an appropriate person.
2. Act responsibly about your health and safety and that of colleagues and apprentices ensuring any risks are reported and dealt with. Comply with LFE and the club's safeguarding policies.
3. Fully support the quality improvement strategy and be committed to continuous improvements in the standard of your work. You should ensure wherever possible that the quality of the apprentice's welfare, success, and experience is positive and improving and remains the focus of your activity. • Undertake any other duties commensurate with the post, which may be assigned from time to time

**Qualifications:**

- Essential: Recognised teaching qualification
- Desirable: Football coaching qualification

**Knowledge and Experience:**

- The football or sports industry
- BTEC specifications, vocational sports courses, and assessment strategies

**Experience in:**

- Delivering teaching, learning, and assessment within the sport environment
- Using/writing schemes of work and lesson resources
- Working and teaching as part of a team
- Successfully achieving deadlines and working without close supervision

#### **Awareness of and commitment to:**

- Equality and diversity
- Health and safety legislation
- Safeguarding (Essential)
- Continued professional development

#### **Work-Related Skills:**

- Self-motivated and able to work under pressure
- Interpersonal skills
- Ability to work with individuals and within a multidisciplinary academy team
- Written and verbal communication skills
- Presentation skills
- Analytical and problem-solving skills
- Maintain detailed records/reports
- Computer literate

#### **Personal Attributes:**

- Enthusiasm
- Flexibility
- Effective team player