

<b>Job title:</b>	<b>Leadership &amp; Management Apprenticeship Tutor</b>
<b>Salary</b>	Negotiable based on cohort of learners
<b>Hours of working</b>	Home based role, potential start date of October 2020 on a part-time basis
<b>Person responsible to</b>	Business Manager
<b>Location:</b>	Nationwide
<b>Benefits:</b>	The individual will have access to continual professional development opportunities provided by Sport Structures
<b>Special Conditions</b>	This position is home based although the employee will have to attend meetings at the Sport Structures office in Birmingham. Casual Car User Allowance Attendance at courses and meetings outside of normal office hours

### Job Summary

We are seeking an enthusiastic, passionate and self-motivated individual to lead the tutoring of the Level 3 Team Leader/Supervisor apprenticeship standard and the Level 5 Operations/Departmental Manager apprenticeship standard. The successful applicant will possess an in depth knowledge of leadership and management with experience in delivering apprenticeships.

The courses will be delivered in cohorts based Nationwide. The tutor will be allocated cohorts of learners in a geographical area and the majority of the courses will be delivered in the week but there may be times where evening or weekend work is necessary.

The tutor will be responsible for the delivery and monitoring of apprentices on the leadership and management standards to support the development of knowledge, skills and behaviours and to prepare apprentices for the end point assessment. In addition, the tutor will be responsible for supporting the development of learning material for the standards. The successful applicant must have excellent interpersonal skills and will be working predominantly with sports organisations.

Opportunities to deliver education and training through our other apprenticeship standards and commercial training may also be available.

### Main Duties and Responsibilities

1. To deliver high quality apprenticeship standards to apprentices achieving minimum standards of timely success.

- 
2. To contribute to the continuous improvement of the delivery plan and learning material for the leadership and management apprenticeship standards.
  3. To ensure delivery of the qualifications creates a positive learning environment that is learner centred, structured, progressive and fun.
  4. To embed equality and diversity, health and safety, safeguarding and British Values into all apprenticeship delivery.
  5. Adhere to all Sport Structure's policies and procedures as well as Education and Skills Funding Agency, Ofsted, End Point Assessment Organisations, Awarding Bodies and any other funder's requirements.
  6. To support apprentices remotely and through visits to enable them to achieve their best performance.
  7. To establish positive working relationships with clients.
  8. To accurately track and report all planned learning with the apprentices against their individual learning plan and in preparation for end point assessment.
  9. To continually monitor, analyse and evaluate all sessions in order to adapt and improve on previous delivery.
  10. To provide appropriate course exit information to encourage and enable learners to continue progressing and developing
  11. To attend and contribute to standardisation and continual professional days when required and seek appropriate training and development opportunities.
  12. To undertake appropriate training and development opportunities.
  13. To ensure the health, safety and welfare of employees and the public by complying with the appropriate Health and Safety Policies, Organisations and Arrangements and the employment of Safe Working Practices and Risk Assessment and Management.
  14. To comply with the No Smoking policy.
  15. To undertake such other duties as may be appropriate to achieve the objectives of the post, and to assist the division in the fulfilment of its overall objectives, commensurate with the post holders contract.

## Person Specification

In order to fulfill the responsibilities outlined in the job description the person appointed to the above post must demonstrate the following qualities, skills and experience:

	Qualifications and Experience	Assessment method
1.	Have significant middle to senior level management experience.	Essential AF
2.	Business degree/management level 5 qualification or equivalent.	Essential AF
3.	Hold a recognised teaching qualification, higher than Level 4 Preparing to Teach in the Lifelong learning Sector* (examples include: Level 3/4 Certificate in Teaching in the Lifelong Learning Sector (CTLTS); Level 5 Diploma in Teaching in the Lifelong Learning Sector (DTLLS); Certificate in Education; Post Graduate Certificate in Education; or equivalent).	Essential AF
4.	Hold a recognised assessing qualification (work environment) (examples include: TAQA, D32 and D33; A1; Level 3 Award in Assessing Competence in the Work Environment; Level 3 Certificate in Assessing Vocational Achievement), Level 3 Certificate in End Point Assessment.	Desirable AF
5.	Hold a recognised quality assurance qualification (examples include: ENTO Unit D34, ENTO Unit V1, 1st4sport Level 3 Certificate in Internal Verification Practice in Sport [CIVPS], Level 4 Award in the Internal Quality Assurance of assessment Process and Practice).	Desirable AF
6.	Have successfully taught and assessed learners on apprenticeships and understand the apprenticeship sector.	Desirable AF/I
7.	Have a working knowledge of OFSTED, ESFA, EPAO and Awarding Organisation's requirements	Desirable AF/I
8.	Have experience of delivering leadership and management qualifications.	Essential AF/I
9.	Have experience of teaching maths, English and ICT.	Desirable AF/I
10.	Have up-to-date working knowledge and experience of best practice in assessment, quality assurance and tutoring.	Essential AF/I/O
11.	Experience of using e-portfolios.	Desirable AF/I
12.	Experience of delivering training to sport organisations.	Desirable AF/I
Knowledge, Skills & Abilities		
13.	Passionate about the subjects of leadership and management.	Essential AF/I
14.	Understanding of the principles and practices of assessment.	Essential AF/I/O
15.	Have an ability to deliver learning in a facilitative style enabling learners to self-discover learning.	Essential I
16.	Understanding of inclusive learning, role and responsibilities of a tutor and teaching approaches in education.	Essential AF/I/O
17.	Knowledge of the sports development industry and practices.	Desirable AF/I/O
18.	Application of the role and skills of an effective educator.	Essential AF/I/O

19.	Ability to communicate effectively with a wide range of people using various approaches to learning and different types of media. Must have excellent presentation skills and have the ability to write and speak in plain English.	Essential AF/I/O
20.	Excellent planning and organisational skills.	Essential AF/I/O
21.	Ability to work in a confidential manner.	Essential AF/I/O
22.	Ability to manage a group effectively and engage others creating a positive learning environment.	Essential AF/I/O
23.	Ability to work independently and as part of a team.	Essential AF/I/O
24.	To make effective decisions of a learners performance and identify potential pathways for development.	Essential AF/I/O
25.	To be conscientious and honest.	Essential AF/I
<b>Personal Attributes</b>		
26.	Flexible approach to working (Willing to work evenings, weekends and during the school holiday period).	Essential AF/I
27.	Willing to travel, have a full driving license and have access to own transport.	Essential AF/I
28.	Have a commitment to continual professional development.	Essential AF/I
29.	Have a clean Criminal Records Bureau Disclosure.	Essential AF/I
<b>Key</b>	<b>AF – Application forms, I – Interview, T – Test, R – Reference, O – Observation</b>	

The interview panel will determine the priorities of the elements of the person specification.

Sport Structures is a vibrant sports management consultancy and education training provider that through our full-time staff, associates, and business partners provide a broad range of services based on in depth experience to the key delivery agencies in sport. We are focused on providing the very best service to our clients and customers.

Our vision is:

***To be the leader in developing people and organisations in sport***

We are an approved Education Skills Funding Agency apprenticeship training provider and have achieved the Matrix standard. Our offices are based in central Birmingham and we offer a professional, friendly and supportive environment with flexible working. We have an ambitious, hardworking and dynamic team and we aim to assist all employees to reach their full potential.

---

<p>Please send:</p> <ul style="list-style-type: none"><li>• A CV outlining your educational qualifications, employment career/references and relevant training</li><li>• A covering letter to describe how your skills, abilities, knowledge, and experience meet the requirements of the position</li><li>• A completed job application form</li></ul>	<p>For specific enquiries or to return application forms and supporting documents, please contact Ross Szabo:</p> <ul style="list-style-type: none"><li>• Email: <a href="mailto:ross.szabo@sportstructures.com">ross.szabo@sportstructures.com</a></li><li>• Contact Number: 07917 388167</li></ul>
---	--

**Sport Structures Education CIC**

(w) [www.sportstructures.com](http://www.sportstructures.com)