

Job title:	Management & Leadership Tutor/Assessor
Salary:	£25,000 - £30,000
Hours of working:	37.5 hours
Person responsible to:	Business Manager
Location:	Nationwide and a home based role although meetings at the Sport Structures office in Birmingham will be required.
Benefits:	The individual will have access to continual professional development opportunities provided by Sport Structures.
Special conditions:	Casual Car User Allowance. Expectation that working outside of normal office hours will be required.
Closing date:	5pm Thursday 14 th January 2021. Interviews to take place on Friday 22 nd January 2021.

Job Summary

We are seeking an enthusiastic, passionate and self-motivated individual to deliver our management offer with the Level 3 Team Leader/Supervisor apprenticeship standard, the Level 5 Operations/Departmental Manager apprenticeship standard and our commercial management offer which includes accredited qualifications at Level 3 and 5 for management and leadership. The successful applicant will possess an in depth knowledge of management and leadership with experience in delivering apprenticeships.

The tutor will be responsible for the delivery and monitoring of apprentices on the management and leadership standards to support the development of knowledge, skills and behaviours and to prepare apprentices for the end point assessment. In addition, the tutor will support learners on our commercial management courses and will feed into our quality systems. The tutor will utilise online and virtual classroom delivery to give learners an excellent experience as well as support in the continuous improvement of our curriculum offering.

Opportunities to deliver education and training through our other apprenticeship standards and commercial training we offer will also be available and expected in the role and any added value an applicant can bring will be considered at interview stage. The successful applicant must have excellent interpersonal skills and will be working predominantly with sports organisations.

Main Duties and Responsibilities

1. To deliver high quality apprenticeship standards to apprentices achieving minimum standards of timely success.
2. To accurately track and report all progress with apprentices against their individual learning plan and in preparation for end point assessment.
3. To support apprentices and challenge them to achieve their best performance.
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 ensure delivery of all training creates a positive learning environment that is learner centred, structured, progressive and fun.
7. To effectively use online classrooms, online learning systems and e-portfolios to compliment a blended learning approach for all learners.
8. To contribute to the continual improvement of curriculum and learning resources in traditional delivery methods as well as online material.
9. To quality assure in areas of competency and to continually monitor, analyse and evaluate all sessions in order to adapt and improve on previous delivery.
10. To establish positive working relationships with clients and customers.
11. To provide appropriate information, advice and guidance to encourage and enable learners to continue progressing and developing.
12. To attend and contribute to standardisation and continual professional days when required and seek appropriate training and development opportunities including leading on key curriculum areas or quality assurance.
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 industry experience in management and leadership.	Essential AF
2.	Related qualification(s) in management and leadership.	Essential AF
3.	Experience of delivering management and leadership qualifications, ideally CMI or ILM qualifications	Essential AF
4.	Hold a recognised teaching/tutoring qualification	Essential AF
5.	Hold a recognised assessing qualification (work environment)	Desirable AF
6.	Hold a recognised quality assurance qualification	Desirable AF
7.	Hold a recognised Safeguarding and First Aid certificate.	Desirable AF
8.	Have successfully taught and assessed learners on apprenticeships and understand the apprenticeship sector.	Essential AF/I/R
9.	Have a working knowledge of OFSTED, ESFA, EPAO and Awarding Organisation's requirements	Essential AF/I
10.	Have experience of teaching maths, English and ICT.	Desirable AF/I
11.	Have up-to-date working knowledge and experience of best practice in tutoring, assessment and quality assurance.	Essential AF/I/O
12.	Experience of using e-portfolios and online learning platforms.	Desirable AF/I
13.	Have a good working knowledge of prevent, safeguarding, health and safety, British values and equality and diversity with the ability to effectively embed those into tutoring practice.	Essential AF/I/O
14.	Experience of delivering training to sport organisations.	Desirable AF/I
Knowledge, Skills & Abilities		
15.	Passionate about the subject of management and leadership.	Essential AF/I/R
16.	Understanding of the principles and practices of assessment.	Essential AF/I/O
17.	Have an ability to deliver learning in a facilitative style enabling learners to self-discover learning.	Essential I/R/O
18.	Understanding of inclusive learning, role and responsibilities of a tutor and teaching approaches in education.	Essential AF/I/O
19.	Ability to develop and improve curriculum and learning materials.	Essential AF/I/R
20.	Knowledge of the sports development industry and practices.	Desirable AF/I/O
21.	Application of the role and skills of an effective educator.	Essential AF/I/O

22.	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
23.	Excellent planning and organisational skills.	Essential AF/I
24.	Ability to work in a confidential manner.	Essential AF/I
25.	Ability to manage a group effectively and engage others creating a positive learning environment.	Essential AF/I/R/O
26.	Ability to work independently and as part of a team.	Essential AF/I
27.	To make effective decisions of a learners performance and identify potential pathways for development.	Essential AF/I/O
28.	To be conscientious and honest.	Essential AF/I
Personal Attributes		
29.	Flexible approach to working (Willing to work evenings, weekends and during the school holiday period).	Essential AF/I
30.	Willing to travel, have a full driving license and have access to own transport.	Essential AF/I
31.	Have a commitment to continual professional development.	Essential AF/I
32.	Have a clean DBS check.	Essential AF/I
Key	AF – Application forms, I – Interview, T – Test, R – Reference, O – Observation	

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

Sport Structures Education CIC

(w) www.sportstructures.com