

Job title:	Apprenticeship Tutor/Assessor (Management and Leadership and Sports Coaching)
Salary:	£25,000 - £30,000
Positions available:	1
Hours of working:	37.5 hours per week. Times to meet business requirements
Person responsible to:	Senior Operations and Compliance Manager
Location:	A home-based role with national travel in addition to meetings at the Sport Structures office in Birmingham. Ability to travel independently is essential.
Support:	Inclusive and supportive working environment, a focus on quality over quantity, ongoing CPD, support, an organisation to thrive and develop.
Benefits:	Business travel expenses by prior approval. Generous Salary Sacrifice pension scheme. Company profit share (conditions apply). 32 days Holiday in year one (including bank holidays) with incremental rises + Public Holidays.
Closing date:	5pm Friday 17 th September 2021.

Job Summary

We are seeking an enthusiastic, passionate and self-motivated individual to join our apprenticeship delivery team. Focussing specifically on the delivery of our on-pitch apprenticeships; Level 2 Community Activator Coach, Level 3 Community Sport & Health Officer, Level 4 Sports Coach as well as our Management and Leadership apprenticeships; Level 3 Team Leader/Supervisor and Level 5 Operations/Departmental Manager. The successful applicant will be working with our employers in the sport and physical activity sector.

The successful applicant will be responsible for a caseload of learners who they will support from sign-up to end-point-assessment offering high quality guidance and support against the KSB's of the apprenticeship standards whilst embedding equality, diversity and inclusion, British Values, Safeguarding and Prevent within those learner engagements. The ability to build and maintain positive relationships with the learners and employers is crucial for this role.

We have one position available and may consider specialists in just one area of either management and leadership or sports coaching and development.

Main Duties and Responsibilities

1. To deliver high quality apprenticeship standards to apprentices achieving minimum standards of timely success.
2. To deliver high quality training on management and sport-based qualifications.
3. To accurately track and report all progress with apprentices against their individual learning plan and in preparation for end point assessment.
4. To support apprentices and challenge them to achieve their best performance.
5. To embed equality and diversity, health and safety, safeguarding and British Values into all apprenticeship delivery.
6. 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.
7. To ensure delivery of all training creates a positive learning environment that is learner centred, structured, progressive and fun.
8. To effectively use online classrooms, online learning systems and e-portfolios to compliment a blended learning approach for all learners.
9. To contribute to the continual improvement of curriculum and learning resources in traditional delivery methods as well as online material.
10. 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.
11. To establish positive working relationships with clients and customers.
12. To provide appropriate information, advice and guidance to encourage and enable learners to continue progressing and developing.
13. 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.
14. 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.
15. To comply with the No Smoking policy.
16. 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 and sports coaching and development.	Essential AF
2.	Related qualification(s) in management and leadership and sports coaching and development.	Essential AF
3.	Experience of delivering management and leadership qualifications, ideally CMI or ILM qualifications.	Essential AF
4.	Experience of delivering sports coaching or sports development qualifications, ideally 1 st 4sport qualifications.	
5.	Hold a recognised teaching/tutoring qualification.	Essential AF
6.	Hold a recognised assessing qualification (work environment).	Desirable AF
7.	Hold a recognised quality assurance qualification.	Desirable AF
8.	Hold a recognised Safeguarding and First Aid certificate.	Desirable AF
9.	Have successfully taught and assessed learners on apprenticeships and understand the apprenticeship sector.	Essential AF/I/R
10.	Have a working knowledge of OFSTED, ESFA, EPAO and Awarding Organisation's requirements	Essential AF/I
11.	Have experience of teaching maths, English and ICT.	Desirable AF/I
12.	Have up-to-date working knowledge and experience of best practice in tutoring, assessment and quality assurance.	Essential AF/I/O
13.	Experience of using e-portfolios and online learning platforms.	Desirable AF/I
14.	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
15.	Experience of delivering training to sport organisations.	Desirable AF/I
Knowledge, Skills & Abilities		
16.	Passionate about the subject of management and leadership and sports coaching and development.	Essential AF/I/R
17.	Understanding of the principles and practices of assessment.	Essential AF/I/O
18.	Have an ability to deliver learning in a facilitative style enabling learners to self-discover.	Essential I/R/O
19.	Understanding of inclusive learning, role and responsibilities of a tutor and teaching approaches in education.	Essential AF/I/O
20.	Ability to develop and improve curriculum and learning materials.	Essential

		AF/I/R
21.	Knowledge of the sports development industry and practices.	Desirable AF/I/O
22.	Application of the role and skills of an effective educator.	Essential AF/I/O
23.	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
24.	Excellent planning and organisational skills.	Essential AF/I
25.	Ability to work in a confidential manner.	Essential AF/I
26.	Ability to manage a group effectively and engage others creating a positive learning environment.	Essential AF/I/R/O
27.	Ability to work independently and as part of a team.	Essential AF/I
28.	To make effective decisions of a learners performance and identify potential pathways for development.	Essential AF/I/O
29.	To be conscientious and honest.	Essential AF/I
Personal Attributes		
30.	Flexible approach to working (willing to work evenings, weekends and during the school holiday period).	Essential AF/I
31.	Willing to travel, have a full driving license and have access to own transport.	Essential AF/I
32.	Have a commitment to continual professional development.	Essential AF/I
33.	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
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Sport Structures Education CIC

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