

Job Description and Person Specification

Role:	BTEC Tutor
Responsible to:	National Vocational Qualifications Manager
Responsible for:	Teaching, Learning and Assessment of L3 BTEC in Sporting Excellence & Performance

Overall purpose of role:

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

Key Tasks and Responsibilities:

1. General Requirements

- Teach the apprentices for the specified number of hours in your contract 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 submitting.
- 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 a variety of 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 to monitor their own progress.
- Establish open, motivational and trusting relationships with apprentices.
- Encourage apprentices to take responsibility for their own 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.
- Play an active part in your own professional development and undertake continual professional development. Maintain a portfolio of your CPD to demonstrate continuing vocational and occupational competence.

2. Other Requirements

- 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:
 - Help eliminate discrimination by ensuring the practical application of the equality, diversity and inclusion policy and reporting incidents of discrimination to an appropriate person.
 - Act responsibly with regards to your own 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.
- 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 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.

Person Specification	
Qualifications/ Training	
Degree or equivalent in a sports related subject	Essential
A recognised teaching qualification (Level 5 or above)	Essential
Football coaching qualification	Desirable
Knowledge and Experience	
Knowledge of:	
The football or sport industry	Essential
BTEC specifications, vocational sports courses and assessment strategies	Essential
Experience of:	
Broad experience of vocational education pre or post 16 BTEC sport courses	Desirable
Delivering teaching and learning and assessment within the sport environment	Essential
Working in 16-19 educational environments	Essential
Using/writing schemes of work and lesson resources	Essential
Advising and guiding learners	Desirable
Working and teaching as part of a team	Essential
Successfully achieving deadlines and working without close supervision	Essential
Action planning	Essential
Supporting learners	Essential
Working with gifted and talented players	Desirable
Awareness of and committed to:	
Equality and diversity	Essential
Health and safety legislation	Essential
Safeguarding	Essential
Continued professional development	Essential
Work Related Skills:	
A desire to achieve excellence	Essential
A good/outstanding teacher	Essential
Self-motivated and able to work under pressure	Essential
Highly developed interpersonal skills	Essential
Ability to work with individuals and to work within a multidisciplinary academy team	Essential
Excellent written and verbal communication skills	Essential
Excellent presentation skills	Essential
Excellent analytical and problem-solving skills	Essential
Able to organise own and learners workload	Essential
Maintain detailed records/reports	Essential
Computer Literate	Essential
Able to use initiative	Essential
Personal Attributes:	
Enthusiasm	Essential
Flexibility	Essential
Effective Team Player	Essential