



Job Description

Job Title:	Sport & Fitness Tutor
Hours:	Full Time
Salary:	£21,962
Responsible to:	Curriculum Manager
Job Location:	The main place of work is Greenbank College/Greenbank Sports Academy, Greenbank Lane, Liverpool L17 1AG.

Job Purpose:

To develop and maintain curriculum delivery across Sport and Fitness programmes. To support initial assessment, learner achievement, attendance and retention, target setting and other quality measures as required by awarding bodies, funders and inspection bodies as well as deliver outstanding Teaching, Learning and Assessment to learners. To liaise with employers within the industry to ensure that the Sport and Fitness courses on offer at Greenbank are closely aligned to the needs of employers. To ensure that all courses are up-to-date and relevant to industry.

Main duties and responsibilities:

1. Responsible for the development and delivery of Sport and Fitness at Level 1, Level 2 and Level 3 programmes
2. You will be responsible for developing lesson plans, schemes of work and tutorial resources to an agreed format for use within the Sport and Fitness department.
3. To adapt and provide user-friendly resources for the delivery of courses
4. To ensure that learners are on the right level of course through robust diagnosis and assessment
5. To assess students in accordance with Awarding Body Guidelines; liaising with the appropriate Awarding Body as and when necessary ensuring compliance with policies/procedures
6. Ensure adherence to an efficient learner tracking system in compliance with Greenbank's quality systems and funding body guidelines. Monitor and support learner attendance, retention and achievement providing accurate management information as and when required



7. To assist in the support, mentoring & review of learner support/volunteers within classes.
8. To undertake administrative duties, maintaining confidential records, monitor, review and evaluate work in line with quality standards.
9. Comply with all of Greenbank's policies and procedures and legislative requirements.
10. Required to work as part of a team, sharing resource development and promoting good practice and attend team and staff meetings as required.
11. Required to attend and undergo training recommended by the line manager.
12. Consult on planning and ensure a team approach to quality and sharing of good practice
13. Ensure professional development strategies and opportunities are undertaken and effectively implemented
14. Keep curriculum area knowledge up to date to ensure that the college has the optimum Sport and Fitness provision

This job description is an outline of the main duties of the post. The post holder will be required to undertake other activities related to achieving the organisation's objectives, as determined by the senior leadership team. This job description may be reviewed when necessary in line with the ongoing development of the organisation.



Person specification

Job Title: Sport and Fitness Tutor

The main duties, qualities, skills, qualifications and experience required:

Essential
Previous experience of managing in a teaching environment with a recognised teaching qualification. Hold a Sport and Fitness qualification at level 3 or above or equivalent
Good up-to-date working knowledge of Sport and Fitness, including recent developments, and awarding body procedures and the ability to match resources to student needs
Understanding of national and legislative standards and developments in further education sector including OFSTED's Education Inspection Framework
Experience of assessing and diagnosing students' starting points and monitoring and tracking student performance and progress
Excellent ability in maintaining and updating accurate student records
A professional approach with a passion for teaching and learning and ensuring successful outcomes for all students
Excellent verbal and written communication, IT and organisation skills
Positive attitude towards equal opportunities and able to demonstrate commitment to the development of all students
Team player and ability to work on own initiative
Positive attitude that promotes and celebrates equality of opportunity and diversity
Compliant in undertaking all mandatory training and CPD opportunities
Committed to safeguarding
Desirable
Experience of working with young people, SEND / SEMH learners or adult returners to education
Experience of team management within an Education environment



Additional vacancy details

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, gender, gender reassignment, disability, religion/belief, sexual orientation or age. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and adhering to the requirements of the Equality Act 2010.

Applicants should note that the successful candidate will be asked to apply to the Disclosure and Barring Service. Further information about the Disclosure Scheme can be found at:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

To complete and submit your application form, please visit our website www.greenbank.org.uk and select "Job Vacancies" from the "About Us" drop-down menu and click on "Sport & Fitness Tutor".

Closing date for receipt of completed applications: 4th September 2022 at midnight

