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Job Profile and Employee Specification**

**Job Title:** Academy BTEC Tutor

**Contract Type:** 1 Year Fixed Term (9 hours / week)

**Reports to**: LFE Regional Officer, and Harrogate Town AFC - Head of Education

**Salary:** £30/hour (inclusive of holiday entitlement)

**Based at**: Education venue in Harrogate

**Hours:** 9 Hours of delivery time per week, x 32 weeks of the year (September-June).

**Purpose of Role**  - To work with League Football Education (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 Responsibilities**

* 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 math.
* 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.
* Support and motivate the U18’s, to deliver the apprentice curriculum, academy philosophy and push high standards at all times.
* Work with the Head of Education with the identification, co-ordination, and delivery of individual development plans for all players within the phase.
* Contribute to the building of a library of academy best practice sessions mirroring the philosophy.

**Other Responsibilities:-**

* 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.

**Management, Communication, and Organisation**

* Communicate with players and parents through various methods, approved by the club and/or LFE.
* Work closely with the Academy Management Team to support your daily tasks and the multi-disciplinary development of every player in the phase across the 4 corners by developing, delivering, recording, and reviewing Individual Learning Plans.
* Work closely with the Head of Education and the Academy team to manage the player development process contributing and reporting on performance, progression, ILP’s, transition between age groups, and multi-disciplinary reviews.

**Other Key Responsibilities**

* Present all information to the Academy Manager and Academy Secretary as required and in line with EFL Youth Development Rules and deadlines.
* Continually challenge and look to enhance the academy environment through new ideas.
* Support the culture of, and represent the club, in the best possible light at all times.
* Attend and contribute (when required) to all CPD as instructed by the Head of Education.
* Always adheres to the club Code of Conduct and understand and adheres to the Club’s safeguarding procedures.

**Important Information**

The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

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| **Essential requirements for the post** | **Desirable requirements** |
| **Qualifications/ Training** |  |
| Degree or equivalent in a sports related subject | Assessor Qualifications D32/33 or A1/A2 & D34 or V1 |
| A recognised teaching qualification (Level 5 or above) | Football coaching qualification |
|  | Up to date DBS and Safeguarding |
| **Knowledge and Experience** |  |
| The football or sport Industry | Broad experience of vocational education pre or post 16 BTEC sport courses |
| BTEC specifications, vocational sports courses and assessment strategies | Advising and guiding learners |
| Delivering teaching and learning and assessment within the sport environment | Working with gifted and talented players |
| Working in 16-19 educational environments | Working in an academy |
| Using/writing schemes of work and lesson resources | The Academy audit process |
| Working and teaching as part of a team |  |
| Successfully achieving deadlines and working without close supervision |  |
| Action planning |  |
| Supporting learners |  |
| **Awareness of and committed to:** |  |
| Equality and diversity |  |
| Health and safety legislation |  |
| Safeguarding |  |
| Continued professional development |  |
| **Work Related Skills:** |  |
| A desire to achieve excellence | Able to relate to work with 16–18-year-old players in an academy educational setting |
| A good/outstanding teacher |  |
| Self-motivated and able to work under pressure |  |
| Highly developed interpersonal skills |  |
| Ability to work with individuals and to work within a multidisciplinary academy team |  |
| Excellent written and verbal communication skills |  |
| Excellent presentation skills |  |
| Excellent analytical and problem-solving skills |  |
| Able to organise own and learners workload |  |
| Maintain detailed records/reports |  |
| Computer Literate |  |
| Able to use initiative |  |
| Ability and willingness to work outside normal hours, with short notice. |  |
| Experience of managing large and varied workloads and tasks whilst maintaining attention to detail. |  |
| **Personal Aptitudes:** |  |
| Enthusiasm |  |
| Flexibility |  |
| Effective Team Player |  |

**Person Specification**

* Committed to working to and promoting the philosophy of the football club and to promoting and displaying high standards of excellence in maintaining a positive learning environment.
* Show a clear ‘Growth Mindset’ and capability and comfortability of being able to challenge and be challenged to deliver an elite programme in a high-pressured environment with high levels of accountability.
* Highly motivated, enthusiastic, and ambitious in the development of a positive and progressive elite learning environment
* Is receptive to feedback about own behaviour, strengths, and areas for improvement.
* Good attendance record in current/previous employment, (not including any absences resulting from disability)
* Must hold a valid driver’s licence and be able to travel, as required.

**Equal Opportunities:**

The post holder’s duties must be carried out in compliance with the Club’s Equal Opportunities Policy, with the Health and Safety at Work Act 1974 and subsequent Health and Safety Legislation.

Harrogate Town is an equal opportunities employer and all applicants for employment will be regarded equally and will be given equal opportunities irrespective of sex, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy, or maternity, ethnic or national origin.

**Safeguarding**

* Harrogate Town is committed to safeguarding, and the safeguarding of all people associated with the Football Club.
* All employees must understand the clubs safeguarding and anti-discrimination policies and procedures and put these into practice in the workplace. To enable this all employees must undertake the required training as directed by their line manager.

**How to apply:**

To apply, please submit your application form and covering letter/email. Additional pages (if appliable) to be no more than four A4 pages, size 10 font, clearly expressing how you meet the person specification and how you would be able to meet the key responsibilities of the role.

Please submit your application form and covering email to **daveriley@harrogatetownafc.com** and title your email “Academy BTEC Tutor APPLICATION”