

Job Title:	BTEC Tutor
Reports to:	Education Manager
Accountable to:	None
Contract Term:	(Full time, minimum 37 hours per week) 1 year fixed term, you may be required to work outside of normal office hours, at evenings and weekends.
Location:	LNER Stadium, Lincoln, LN5 8LD
Salary:	£19,000 per annum
Closing Date:	Sunday 4 July, 19:00

Job Purpose

Utilising the brand and reputation of Lincoln City Football Club, alongside leveraging our own potential and the influence of our key partners, we will inspire, empower, and help individuals and communities to improve their physical, social, and mental wellbeing.

As part of the education team, a BTEC Tutor will be expected to contribute to our strategy by building the Post-16 programme, providing positive learning environments which improve attitudes to learning and support progression into further education and employment and increase awareness of enterprise and entrepreneurship amongst children and young people by using the backdrop of Lincoln City Football Club's business enterprise models.

Lincoln City Foundation strives to develop alternative, industry relevant and engaging sports and education programmes to offer additional alternative for those completing traditional exam and course qualifications (including BTEC, A Levels and Degree certificate).

The post holder will:

- Work to provide safe, engaging and high-quality delivery to all Foundation customers in line with the programme curriculum and structure.
- To enhance and advance the progression of participants through programme activity, with the aim to make a positive impact on an individual's health and personal achievement.
- To develop and lead sessions and be responsible for the delivery of content, administration, relevant equipment and participant contribution and involvement.
- Monitor continuous individual progression of participants, including their educational achievement, resilience and adaptability, and mental wellbeing.

Key Responsibilities

- To deliver long-term goals within the education programme for Post-16 Education, this will include both Further Education (FE) and Higher Education (HE) courses

- Develop each programme to ensure that the needs of the young people are met whilst studying at the Foundation.
- Accountable for the planning, delivery and evaluations of the allocated education sessions, this includes face-to-face delivery and virtual learning.
- Support the overall recruitment strategy and fulfil student recruitment targets as identified by the Education Manager.
- Provide guidance and assistance where necessary to ensure the correct information is delivered to the correct age groups.
- Respond to general enquiries and deal efficiently with any administration requirements resulting from the implementation of activities i.e. provide up to date monitoring information as required using Substance VIEWS, production of activity registers, update the database and provide statistics accordingly
- To build positive relationships with key partners across the Education sector to increase the success of each programme and the organisation as a whole.
- To attend relevant meetings, workshops, conferences and to keep up to date with any changes in legislation and key developments affecting our work.
- Monitor, assessment and record student welfare and mental wellbeing to protect individuals and offer guidance where required.
- To report to the Education Manager on the progress and development of the education programmes through written and verbal information when requested including analysis of statistics and feedback.

General Responsibilities

- Compliance with all Lincoln City Foundation policies, procedures, strategies and commitments including but not limited to the Code of Conduct, Safeguarding Children and Vulnerable Adults and Equality and Diversity.
- Uphold the high standards of the Foundation and Lincoln City Football Club by ensuring that your conduct is always professional.
- Complete Continuous Professional Development in line with development of the role, developing your professional skills and essential training required by the Foundation to maintain compliances.
- The marginal functions of this position have not been included. All employees are required to follow any other job-related duties required by their line manager or a member of the Senior Leadership Team which are relevant to the role and achieving the Foundation's objectives.

Person Specification

Education/Qualifications

Educated to degree level in a relevant subject area. BTEC/NVQ level 3/A Levels accepted	Essential
PGCE Post Graduate certificate in education (or equivalent)	Essential
NGB Level 2 coaching certificate or Qualified to Level 3 in either Personal Trainer or Exercise Referral	Desirable
Safeguarding Certificate (in date)	Desirable
Emergency First Aid Certificate (in date)	Desirable

Relevant teaching qualification (CTTLS/QTS/QTLS)	Desirable
Knowledge and Experience	
Experience of delivering and following the set curriculum for Vocational / BTEC qualifications	Essential
The ability to internally verify work of the students whilst meeting the criteria of the examining body	Desirable
Developing programmes and courses to meet the needs of the young people, parents and partners	Desirable
Experience of recruiting and retaining young people on to programme, and good practice Information Advice and Guidance (IAG)	Essential
Experience of developing relationships with a wide range of internal and external partners at all levels	Essential
Understanding of current teaching methods and resources (including the Education Inspection Framework)	Essential
Skills and abilities	
Committed, self-motivated and driven with the ability to work on own initiative whilst contributing to the teams success	Essential
Ability to communicate and engage with others (potential contacts include staff, mangers, participants and parents/carers)	Essential
To be able to plan and organise to a high standard and prioritise own workload	Essential
Focused to achieve against Key Performance Indicators and creating opportunities for positive experiences and meaningful impact for our participants	Essential
Committed to high quality delivery and customer service with an understanding of participant needs or the willingness to learn about those the Foundation serves	Essential
Ability to form strong and appropriate relationships, demonstrating excellent communication skills	Essential
Equality & Diversity	
Must be able to recognise discrimination in its many forms and adhere to the LCF Equality policies.	Essential
Able to work within a diverse community and draw on individual strengths to promote equality & diversity.	Essential
Other	
Must satisfy relevant pre-employment checks including two current references relevant to the position and Enhanced DBS checks	Essential
Clean driving license & access to a vehicle	Essential
Strive to achieve and work towards 'Lincoln City Foundation' vision and mission statements.	Essential