



JOB DESCRIPTION

Post: NCFE/BTEC National Sports Diploma Tutor
Responsible to: Foundation CEO

Primary Job Purpose:

To contribute effectively to the successful learning experiences of students through teaching that meets or exceeds education standards and results in high levels of student retention and achievement.

General Responsibilities

- To offer students a high quality learning experience to achieve the goal or qualification for which they are studying
- To teach effectively on a range of courses and programmes.
- Work positively and collaboratively with colleagues to ensure that students have the best opportunity to flourish and succeed
- Ensure that appropriate challenging student targets are effectively set and monitored
- To develop course materials, schemes of work, lesson plans etc. and make these available through the shared information system
- Systematically improve the quality of learning activities, ensuring that they meet quality standards and result in improving student success rates
- Keep up-to-date with qualification frameworks, subject specifications, assessment procedures within your subject area
- Systematically improve the quality of learning activities, ensuring that they meet quality standards and result in improving student success rates
- To contribute to the organisational requirements
- To be responsible for administration of data and entering data, and responsibility of handling protected or sensitive data in a safe and secure manner
- To carry out all duties and responsibilities with due regard to Safeguarding, Equal Opportunity and Health and Safety policies
- The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.



Main Duties - Teaching

- To teach the BTEC Extended Diploma in Sport courses ranging from levels 2-3, and Functional Skills E3 to L2
- Organise suitable guest speakers, educational visits and work placements
- Ensure an engaging and motivating learning experience for students through successful teaching and personal tutoring
- To make a significant contribution to curriculum development for the Foundation and course co-ordination
- To teach on programmes in other service delivery areas as may be reasonably required
- To contribute effectively to the team's collective responsibility for:
 - Marketing activities
 - Regular meetings
 - The induction of new members
 - Planning, designing and up-dating the programme and its materials and activities
 - Delivering the programme
 - Creating and maintaining course and student records and associated administration
 - Recruitment and interviewing of new students
 - The assessment of students
 - Monitoring student progress
 - The evaluation of the programme
 - Identifying personal and professional development needs
 - Developing and maintaining links with employers

Other Duties:

- To undertake liaison, administrative, tutorial and pastoral duties for one or more groups of full-time or part-time students.
- To work with others to develop existing and new programmes.
- To work co-operatively with the other tutor, Foundation CEO and colleagues to achieve objectives.
- Progress students onto our USW Foundation Degree and other opportunities