



## Crawley Town Community Foundation

The Checktrade Stadium, Winfield Way, Crawley, West Sussex RH11 9RX  
T: 01293 410000 | [www.ctcommunityfoundation.com](http://www.ctcommunityfoundation.com)

**Now entering its 5<sup>th</sup> year, we are recruiting a teaching professional to work with primarily 16+ students delivering BTEC / NCFE qualifications.**

### The Role

The role will be to deliver the BTEC Extended Diploma in Sport. Tutors will teach the qualifications as part of the Community Foundation Education Programme for students aged 16-19 years.

### Requirements

- Have a passion and commitment for sport and education
- High level of organisational skills
- Inspirational and motivating in delivery
- Friendly and approachable, with the ability to be firm in discipline when required
- Ability to work autonomously, with minimal direction and under own initiative as well as in a team
- Willing/Available to travel and work at various sites if required
- A DBS and necessary teaching industry checks
- A recognised secondary or post-16 teaching qualification

### Desirable

- Futsal / FA Coaching Level 1 / 2
- Working with NEET learners
- Working with adult learners
- Learner recruitment experience
- Previous Teaching Experience

To apply please send in your CV and covering letter to [community@crawleytownfc.com](mailto:community@crawleytownfc.com)

Salary £23-£28,000 depending on experience

Minimum 18-month contract

Interviews ongoing until a suitable appointment is made



## 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



**PERSON SPECIFICATION:**

	Essential	Desirable	Method of Assessment
<b>Experience, Qualifications and Technical Knowledge</b>			
Degree in relevant subject	√		Application, Interview
Teaching Qualification	√		Application, Interview
Evidence of CPD	√		Application, Interview
Evidence of successful teaching experience in 16-19 age group	√		Application, Interview
Understanding of Every Child Matters	√		Application, Interview
<b>Curriculum</b>			
Evidence of awareness and understanding of key national issues which affect subject specialism	√		Application, Interview
Evidence of sound knowledge, experience and up to date awareness of the subject curriculum	√		Interview
<b>Teaching and Learning</b>			
Is able to demonstrate high level teaching skills	√		Application, Interview
Is able to demonstrate a commitment to quality and professionalism	√		Interview
Is able to demonstrate the ability to monitor, review and analyse data to improve learning	√		Application, Interview
Is able to demonstrate a commitment to Every Child Matters	√		Interview
Commitment to aspire to excellence both personally and as a team member	√		Application, Interview
<b>Flexibility</b>			
Willing to do things that are new and embrace new challenges	√		Interview
Openly shares information with the team	√		Interview
Willing to participate in the evaluation and monitoring of the relevant curriculum areas and quality assurance procedures	√		Application, Interview
Willingness to identify and implement action points for improvement	√		Interview



Interpersonal Skills and Communication			
Ability to communicate effectively and verbally in writing	√		Application, Interview
Is sensitive to situations and adapts patterns of behaviour and communication to suit the circumstances	√		Interview
Ability to promote effective relationships with and between students, colleagues, parents and the wider community	√		Application, Interview
Is resilient and able to manage stress levels under pressure whilst remaining professionally detached.	√		Application, Interview
Mission and Ethos			
Demonstrates commitment to and ability to support Mission and Ethos of the Community Scheme	√		Interview
Possesses integrity and the ability to foster effective relationships	√		Interview
Sensitive to and empathetic to the needs of others	√		Interview
Commitment to meeting students' needs a priority	√		Interview
Respects all individual differences	√		Application, Interview
Oversees the administration of data and entering data, and carefully handles protected or sensitive data in a safe and secure manner	√		Interview
Keeps commitments and works to deadlines	√		Interview
Is committed to working with young people	√		Application, Interview
Demonstrates a passion for learning and education	√		Interview