

## JOB TITLE: Lecturer/Assessor – Apprenticeships in Sport and Physical Education

### ROLE OVERVIEW

**Job Title:** Lecturer/Assessor- Sport and Physical Education

**Grade:** Lecturer

**Contact Hours:** 22.2 hours / 0.6FTE

**Contract:** Permanent

**Faculty:** Sport and Physical Education

**Responsible to:** Head of Faculty

### KEY ROLE OBJECTIVES

To provide an outstanding apprentice experience through teaching, training, reviewing and assessing learners, enabling timely achievement.

### MAIN RESPONSIBILITIES

#### 1. Teaching, Learning, and Assessment

1.1 Participate in the interviewing, enrolment/activation and induction of apprentices.

1.2 Provide teaching and learning whether in a classroom, a workshop, an employer's location or other work environment.

1.3 Prepare schemes of work, lesson assessment & IV plans.

1.4 Coordinate and prepare for EV visits, IQA and end point assessments.

1.5 Take responsibility as standard lead as / when required.

1.6 Identify any changes in the WBL curriculum offer (out of date or new courses) and work with Business Solutions and Head(s) of Faculty to implement necessary changes.

1.7 Work with the Faculty Programme Leads and Work Based Tutors in the same subject area to ensure maximum efficiencies and standardisation for all learners and apprentices.

1.8 Provide ongoing assessment and feedback to learners by setting and marking work both relevant and appropriate to the course, including in the workplace where required.

1.9 Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.

1.10 Contribute to the wider enrichment of learners and support students' pastoral needs.

1.11 Contribute to the maintenance of an effective, efficient and professional learning environment.

1.12 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.

- 1.13 Participate in appropriate quality assurance procedures.
- 1.14 Prepare learners for a range of accreditation and assessments.
- 1.15 Maintain accurate and detailed student records including the writing of reports and references.
- 1.16 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.
- 1.17 To track the progression of learners, including work place reviews, to ensure timely achievement.
- 1.18 Provide specialist advice to learners and organisations regarding vocational and work based qualifications, delivery and progression options.
- 1.19 Keep up to date with curriculum advancements and ensure all programs are relevant and fully funded.
- 1.20 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

## MANDATORY DUTIES

- 1. Responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults that use the centre.
- 2. Commitment to Equal Opportunities.

## ADDITIONAL DUTIES

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area and may need to travel overseas.

This job description is current at the below date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

**Reviewed:** December 2024

# Person Specification

# JOB TITLE – Lecturer/Assessor Sport and Physical Education

## Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

### Experience

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#### **Essential Criteria:**

- Recent experience of working within the Sport or Health and Fitness industries (A/I)
- Working Effectively within a team to meet shared objectives (A/I)
- Teaching or training young people and adults (A/I)

#### **Desirable Criteria**

- Experience delivering bespoke courses to a range of partners / learners (A/I)
- Experience of monitoring learning, providing bespoke support to learners and ensuring learners complete work in a timely manner.
- Achieving targets (A)

### Skills and Abilities

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#### **Essential Criteria:**

- Good communications skills (at all levels) (I)
- Ability to inspire young people & adults (A/I)
- IT Literate – use of databases, competent user of Microsoft Office (Word, Excel, Access, and PowerPoint) and OneFile (A/I)
- Driving Licence held for 2 years with no more than 6 points (A)
- Ability to record and report on progress towards complex data sets (A/I)

#### **Desirable Criteria**

- Attention to detail (A/I)

### Personal Qualities

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#### **Essential Criteria:**

- Enthusiasm and drive for sport coaching, leadership, health and fitness (A)
- Excellent time management (A/I)

#### **Desirable Criteria**

- Passion for teaching and assessment and learning in the life-long sector (A/I)

## Qualifications

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### Essential Criteria

- Recognised vocational qualification at level 3 or above in related area (A)
- Recognised assessing qualification, CAVA, TAQA, A1 and/or V1 or equivalent (A)
- GCSE English & Maths at grade 4/C or equivalent (A)

### Desirable Criteria

- Teaching qualification (DTLLS / Cert Ed / PGCE) (A)

## Mandatory Requirement

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### Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and adults (I)
- Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability, or sexuality. (I)

**Reviewed:** December 2024

# OUR VALUES ARE WHAT MAKE US, US!

**VISION:** To be an exceptional College

**MISSION:** To shape futures by delivering world-class education and training for our city and region

## AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

## COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

## ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.