



**Job Title** – Education Tutor/ Coach

**Directorate** – Giants Community Trust

**Responsible to** – Education Manager

**How to apply** – Email CV / Covering Letter to Education@HGCT.co.uk

**Deadline for applications** 28<sup>th</sup> June 2022

**Overall Purpose of Job:**

To contribute effectively to the successful learning experiences of the students in the College through:

Effective teaching, learning & assessment which meets or exceeds College standards and results in high levels of student retention and achievement, using Giants Education Academy as a vehicle for learning and engagement.

**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 College courses and programmes.
- To work closely with Huddersfield Giants Community Trust personnel in matters of day-to-day operational procedures ensuring effective and positive relationships are maintained.
  - Use ILT in curriculum delivery and support.
- 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 college's shared information system.
- Systematically improve the quality of learning activities, ensuring that they meet College quality standards and result in improving student success rates.
- Maintain knowledge and awareness of updates to qualification frameworks, subject specifications, assessment procedures within your subject area.
  - To contribute to the organisational requirements of the College.
- To carry out all duties and responsibilities with due regard to the College's Equal Opportunity Policies and Health and Safety policies.
- To proactively promote Huddersfield Giants Community Trust at all times.

- To follow the Trusts Codes of Practice for educational activities as well as ensuring full compliance with Health and Safety, Risk Assessment and Child Protection policies.
- To undertake training and CPD as necessary and relevant to the post and contribute to own performance management through diary and time allocation returns.
- To assist the Head Coach of the Development Academy programme in training sessions and game days.
- 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 Responsibilities:**

- To teach on BTEC Sport level 3.
- Ensure an engaging and motivating learning experience for students through successful teaching and personal tutoring.
  - To make a significant contribution to curriculum development and course coordination.
  - To assist the Head Coach with the delivery of a variety of practical sessions
    - 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 students
        - 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 be appraised as part of the Trusts Appraisal Scheme.

- To work co-operatively with the Education Manager and colleagues to achieve Academy, College and Trust objectives.

**Person Specification:**

**Qualifications**

	Essential	Desirable
Educated to Degree level standard in a related subject	ü	
Teaching qualification (DTTLS, PGCE, Cert Ed)	ü	
Level 2 literacy and numeracy	ü	
Level 2 Coaching	ü	

**Knowledge and Experience**

	Essential	Desirable
Experience of teaching BTEC Sport	ü	
Experience of working in the Sports Industry	ü	
Experience, knowledge and expertise in the use of Microsoft Office software packages	ü	
Experience of working in a high pressure environment to meet tight deadlines	ü	
Experience of working with employers and external agencies	ü	
Experience of being a Personal Tutor		ü
Experience of organising and leading educational visits and residential trips		ü
Experience of driving a minibus		ü

### Skills and Competencies

	Essential	Desirable
The ability to articulate clearly and to be understood in teaching and making presentations to class groups	ü	
Team player with good communication skills to interact effectively with colleagues, students, parents and external bodies	ü	
Efficient administration skills to support good student record keeping	ü	
Energy and enthusiasm for working in a rapidly changing environment and ability to demonstrate flexibility in working practices	ü	
The use of a wide range of teaching aids, including ILT as applicable	ü	
Excellent organisational skills	ü	

### Other Qualities

	Essential	Desirable
Professional and approachable	ü	
Tactful and diplomatic	ü	
Demonstrable teamwork	ü	
Ability to work on own initiative and under pressure	ü	
Flexibility in approaching work situations	ü	
Able to work confidentially	ü	
Ability to work safely at all times, in accordance with the Trusts risk assessment procedures and to contribute to the development of risk assessments as directed by line managers	ü	

