



JOIN OUR TEAM

QUALIFICATION TUTOR

(REF-099)

Registered Charity 1115222
Registered Company 5664605



PERSONAL ATTRIBUTES

Essential employee values:

- ✓ A motivation to change the lives of young people
- ✓ A Team player and the ability to work independently
- ✓ A progressive attitude
- ✓ An infectious passion, enthusiasm & charisma
- ✓ High level of resilience
- ✓ The ability to complete administrative tasks and use computers (e.g. email, word processing)
- ✓ Demonstrable ability to communicate and engage with a wide and varied range of stakeholders
- ✓ The ability to communicate effectively, both orally and in writing, to a range of audiences
- ✓ Problem solving skills, and the ability to use initiative in finding solutions
- ✓ A willingness to undertake continuous personal development
- ✓ A polite, professional appearance & manner
- ✓ A fully enhanced DBS disclosure

Desirable

- ✓ An interest in and passion for sport
- ✓ Driving license and use of own car



REQUIREMENTS

This role is an essential part of a fun, growing, dynamic, forward-thinking and successful team!

To be seriously considered for this role, candidates must have:

- Teaching/tutoring qualification (Level 3)
- 1 year+ experience of working with young people 11-29
- Genuine interest in the charity sector and/or the youth education sector
- Experience of tutoring/teaching young people in both formal & non-formal learning environments
- Experience of tutoring/teaching via online learning platforms and face-to-face
- Ability and confidence to work independently & accurately
- Awareness of different learning styles
- Ability to plan & deliver lesson plans & follow a curriculum
- If remote working, access to suitable equipment for at home online delivery (laptop/camera function/reliable & strong broadband connection)

Desirable experience includes:

- Experience of teaching Functional Skills, Online Qualifications & Sports Leaders
- Experience of working with low level learners
- Experience of delivering quality teaching provision
- Understanding the differing cultural and economic background of local communities within the West Midlands
- Experience building and maintaining relationships with learners
- Working within a team environment & achieving numerical targets
- Experience of delivering sport & physical activity sessions
- PGCE/Qualified Teacher Status
- Access to suitable transport to travel around the Midlands if required

In addition to demonstrating the above, candidates must also demonstrate a passion for changing the lives of young people. Everyone we employ is recruited based on [our values](#).

MAIN RESPONSIBILITIES

To deliver qualifications inclusive of:

- Both online & in-person delivery, in either a group or one to one setting
- That learners are on-track to complete their qualifications and working at a suitable pace

Engagement:

- To work with identified learners and maintain effective working relationships
- To work with school representatives such as teachers/tutors where needed
- To convert young people from referral through to qualified status
- To report (where necessary) on learner status to the S4L mentoring and/or training team
- To engage with large groups of learners
- To share any observations, concerns, trends and insights driven intelligence to the necessary stakeholders
- To undertake S4L's Intake & Assessment process with newly recruited young people
- To establish and maintain positive and supportive relationships with young people
- To work alongside fellow S4L tutors & the wider S4L team members
- To communicate effectively with the team of tutors/S4L team to flag and address any potential tensions, observations and interventions needed
- Report any safeguarding concerns to any school Heads of Safeguarding and in line with Sport 4 Life Safeguarding policy and procedures

Monitoring & Evaluation:

- To record and track client progress and gather required monitoring data
- Adhere to the S4L's M&E process inclusive of, but not exclusive to registers, outcome data, client feedback, and partner feedback
- To support project reporting requirements in relation to the specific qualification

MAIN RESPONSIBILITIES

General Duties

- To support learners with the completion of qualifications
- To uphold and reflect S4L values and mission statement
- Analyse and evaluate personal performance and project performance
- To promote equal opportunities at all times in line with Sport 4 Life UK's Equal Opportunities, Equality and Diversity Policy
- To complete basic administrative duties in relation to your tutor role
- To assist the Training Project Manager with any other duties, as required

Scope of Authority

- Accountable to their Line Manager

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.



Youth unemployment is not yesterday's problem. The road ahead is challenging and uncertain, but we will work tirelessly to support young people most in need and ensure that their futures are not defined by their present.

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Sport 4 Life UK marketing and design supported by **WONDROUS.**