

JOB DESCRIPTION

Job Title	Scholarship Tutor
Job Holder	
Responsible to:	Scholarship Lead Tutor
Responsible for:	N/A

Main Duties:	To deliver and implement the Post 16 Sports & Education offer to an excellent standard, contributing to the development and expansion of the programme.
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Responsibilities and duties specific to this Role:

- Work in collaboration with key stakeholders to identify young people to attend post-16 sport programmes
- Deliver on the post-16 sport programmes, including OCR Cambridge Technical qualifications in Sport at Level 2 and 3 and BTEC in Sport at Level 2 and 3 qualifications as part of Coaches Academy, and Scholarship programmes.
- Fully participate in meeting retention and achievement targets through tutoring, assessment and verification
- Carry out initial assessments and diagnostic assessments to ensure learners meet the eligibility criteria for the programme(s)
- Maintain individual, group and class profiles as required
- Motivate and encourage learners, seeking additional support from outside agencies if required
- Register learners with the relevant awarding body
- Support learners throughout the programmes to ensure they work towards achieving the qualification
- Signpost learners onto other services as appropriate
- Build networks with agencies that can support the programme with areas such as work experience or additional qualifications
- Assist in the organisation and delivery of celebration events
- Implement student discipline procedures as required
- Support the organisation and delivery of tutorials and enrichment activities

Administration and M&E responsibilities and duties:

- Work within the established administrative and financial systems to ensure smooth running and quality of programmes
- Complete relevant administration for partner agencies including registers and Destination Data
- Produce accurate reports as requested
- Answer internal and external queries in relation to your role in a timely and professional manner
- Ensure third party agreements, service level agreements, risk assessments, lesson files and session plans are up to date, in place and signed where relevant
- Ensure databases including VIEWS and Student Tracking are updated on a regular basis with correct information
- Ensure student attendance registers are updated regularly for both funding partners and internally
- Complete and keep up to date: monthly reports and At Risk register
- Contribute to the Self-Assessment process and work to the agreed objectives for your team and the organisation

Development/Donor responsibilities and duties:

- Contribute to the processes of forward planning and development of programmes
- Identify PR opportunities and case studies
- Undertake market research and customer/participant surveys
- Complete all paperwork and returns accurately and on time for funders and contract suppliers
- Build strong and lasting external business relationships with partners, donors and agencies

- Identify and source new opportunities
- Keep up to date with relevant developments in your curriculum area, geographic location and the third sector
- Ensure targets are met and programmes are on budget
- Support the objectives and aims of the Foundation of Light, and associated companies as relevant, as provided in the Business Plans
- Contribute to, complete and submit funding applications as required
- Attend relevant training and good practice events
- Organise and/or deliver Foundation events

Delivery responsibilities and duties:

- Deliver lessons in line with lesson plans and the requirements of the programmes, ensuring the timetable is serviced at all times
- Conduct assessment of coursework
- Engage in the internal quality assurance process across the Foundation
- Design Schemes of Work, lesson plans, assignment briefs and learning resources
- Deliver holiday, evening and weekend sessions as required by the timetable
- Provide a high-quality, excellent customer/participant experience
- Support the wider Foundation team in other activities including working a minimum of three Foundation fundraising events per year
- Follow accreditation and progression pathways as defined

Behaviour and Professional responsibilities and duties:

- Maintain working practices in line with Foundation of Light Equality and Diversity, Health and Safety and Safeguarding policies; self-awareness of own responsibility in these areas
- Ensure regulatory and legislative requirements are met at all times
- Conduct should reflect the Staff Behaviour Policy (Code of Conduct); uphold Foundation core values (as shown below) at all times
- Maintain the highest level of professionalism and confidentiality.
- Attend working groups and CPD session as required
- Build strong internal relationships
- Work in collaboration with colleagues to achieve the end goal
- Ensure positive organisational messages and culture are maintained
- Contribute to good housekeeping across all Foundation sites and equipment
- Follow the laid down policies and procedures at all times

FOUNDATION OF LIGHT CORE VALUES
We work as a team We are professional We are proud of what we do and dedicated to achieving our goals We are progressive and forward thinking We are fully committed to achieving the best for our customers and communities We are passionate and enthusiastic

Please note - you may also be required to carry out other tasks, not listed, to assist in the efficient operation of our business. At all times you will be required to act in accordance with company policies, follow departmental procedures and maintain the highest level of confidentiality.

Acceptance of the job description by the Employee:

Signed

Print Name

Date

PERSONAL SPECIFICATION

Requirement	Essential (E) or Desirable (D)
Skills:	
Coaching	E
Mentoring	E
Informal tutoring	E
Communication, oral and written	E
Planning and control	E
Team work	E
Work on own initiative	E
Interpersonal	E
Conflict handling and resolution	E
Creativity and imagination relevant to the workplace	E
ICT and administration	E
Ability to work under pressure and to tight deadlines	E
Application and funding bid writing	D
Group work facilitation	E
Multi-tasking	E
Managing people	N/A
Qualities:	
Commitment	E
Flexibility	E
Honesty and trustworthiness	E
Motivation and enthusiasm	E
Patience and diplomacy	E
Persistence in the workplace	E
Determination to succeed and meet targets	E
Commitment to equality and diversity, safeguarding and health and safety	E
Flexible approach to working hours	E
Knowledge:	
Sound knowledge of the National Curriculum	E
Sound knowledge of NGBs	D
Sound knowledge of current Coaching techniques	E
Sound knowledge of current practices in the sport, leisure and physical activity sector	E
Safeguarding	E
First Aid	D
Understanding:	
Delivery of exceptional customer service	E
Of the levels, abilities and ages of participants worked with	E
Of the need to work flexible hours to meet the needs of the charity	E



Commerciality	E
Workplace behaviours and conduct	E
Experience:	
Appropriate period of work experience in an education setting as part of Teaching Qualification	E
Planning and working to budgets	E
Meeting targets in the workplace	E
Monitoring and evaluation mechanisms	E
Experience of delivering enrichment activities to post-16s	D
Experience of delivering functional (maths and/or English) and/or key skills	D

Qualifications (or recognised equivalent):	
Subject specialism:	
Degree in PE, sport, sport and exercise science, physical activity or leisure (or related subject)	E
Teaching:	
Education degree or post graduate qualification	D
Teaching/tutoring qualification at minimum Level 4	E
Other:	
Driving Licence	E