Job Title: **Skills Coach Tutor**

Responsible for ensuring delivery of an educational programme, developing loyalty from existing customers by delivering excellence in everything. As part of this role the Skills Coach, Sports Tutor will be involved in working with learners on a group or on a one-to-one basis, delivering all aspects of the qualifications.

* Teaching/Learner Management
* Use skills to support learners on their journey to achieve their qualifications and a positive destination.
* Assessing/Tutoring on a one to one basis and in groups remotely or face to face
* Assessing/ Tutoring in area of delivery relevant to field of Operational Delivery levels
* Assisting in the embedment of GCSE and/or functional skills level 2 in Maths and English
* Actively support and motivate learners across the entire journey, checking and sending emails, observations, webinars
* Support the learner to apply the practical skills in the centre
* Identify and progress new topic areas, courses and teaching materials whilst maintaining up-to-date subject knowledge.
* Lead inspire and support learners with different abilities.
* Mark work, giving appropriate feedback and maintain records of learner’s progress and development
* Manage and monitor all learner evidence in line with company and awarding body requirements.
* Ensure all learners are progress through their qualification adhering to schemes of work.
* Maintain regular communication with Key Stakeholders on learner progress.
* Identify and plan additional support for learners as necessary.
* Act as a Company representative at parents' evenings, taster days, open days and careers or education conventions.
* Interview potential learners and conduct assessments as necessary.
* Manage learner behaviour and apply appropriate and effective measures in cases of unacceptable behaviour.
* Establish work experience and carry out learner assessments in the workplace, as appropriate.
* Ensure Equality and Diversity is embedded and instilled both in and out of the classroom
* Identify and raise any safeguarding issues to the relevant representative
* Promote and instil a safe learning environment
* Participate in regular teaching observations and in-service training as part of continuing professional development (CPD).
* Attend team meetings to monitor, review and evaluate relevant courses.
* Understand fully the national standards for each qualification.
* Manage and support all learner recruitment
* Maintain learner retention targets.

**Essential Experience required for the role:-**

* Must be Assessor qualified such as TAQA, A1 or D32/D33
* Assessing experience in the relevant field
* Teacher training or to be enrolled on a PTLLS/KETTLES/DTLS
* Hours of Work: Full-time, 37.5 hours per week. Part-time by agreement.
* Holiday Entitlement: 28 days per annum pro-rata.
* There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.
* Qualifications: The successful candidate will be required to produce evidence of their qualifications upon joining Football Family.
* The successful applicant will be required to produce their passport or full birth certificate and any other ‘Right to Work’ information prior to starting work at Football Family
* Football Family is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. We are committed to safeguarding the welfare of children and young people.
* Football Family is committed to ensuring a culture of valuing diversity and ensuring equality of opportunity.