



**Job Title:** Education Tutor  
**Job Type:** Full Time  
**Salary:** Competitive  
**Location:** Hull FC, Pickering Road, Hull, HU4 7AE  
**Report to:** Head of Education

**Overview:**

Hull FC Centre of Excellence is a further and higher education provider which provides full-time sports education to young people. The post holder will work with the further education team and students, aged 16-19.

They will have responsibility to lead on all aspects of delivery and coordination of the full-time study programmes, teaching on the NCFE Level 2 Diploma in Sport and/or NCFE Level Extended Diploma in Sport. This will include planning, delivering, and assessing work, mentoring learners, and working with colleagues to ensure learners meet accredited outcomes whilst contributing to the continued development of Hull FC Centre of Excellence initiatives.

**Job Purpose:**

- To deliver outstanding courses which meet learner needs, use a range of diverse teaching and learning strategies, allow learners to access a comprehensive range of resources and provide comprehensive assessment opportunities.
- To complete and maintain effective data in relation to learners including, attendance, individual learner targets, progression, achievement and destination.
- To maximise learner recruitment, retention and success through the provision of an outstanding educational experience which enable learners to maximise their potential.
- To provide one to one and class tutorials and function as a personal tutor

**Key Duties and Responsibilities:**

- To effectively plan and prepare in a timely manner and teach on a range of courses, to mark and assess students' work including some examinations.
- As part of effective planning develop schemes of work, lesson and assessment plans where appropriate ensuring schemes of work incorporate Equality & Diversity, English, Maths, Differentiation (support, stretch & challenge), Safeguarding, World of Work/Employability and Information & Learning Technologies Opportunities.
- Provide effective teaching, learning and assessment, real working environments, workshops and external venues as appropriate ensuring resource material and teaching is of a high quality and reflects best practice as measured by retention, attendance, success rates, grades and value added.
- Participate in the interviewing, enrolment and induction of learners.
- Promote the importance of embedding Maths and English through on-going marking and assessment of maths and English during the programme of study.
- Provide on-going assessment and feedback to learners by setting and marking work which is both relevant and appropriate to the programme of study ensuring learners are prepared for exams and assessments.
- To ensure the local environment, classrooms and corridors are maintained to a satisfactory level, ensuring that notice boards and displays are kept up-to-date and any defaults with equipment or furniture are reported promptly to management.

- Maintain accurate and detailed student records including registers, target grades, destination data, monitoring and reviewing progress and producing reports and references.
- Contribute to enrichment programmes for learners.
- Contribute to the maintenance of an effective, efficient and professional learning environment.
- To develop and build effective relationships with students on a course of study

**Generic Requirements:**

- To be committed to the safeguarding and wellbeing of learners.
- To comply with the requirements of the college's Equality & Diversity Policy.
- To comply with the requirements of the Health and Safety at Work Act 1974 and fulfil your duties in accordance with the college's Health & Safety Policy and procedures.
- To undertake risk assessments and comply with the organisations risk management audit requirements.
- Be committed to personal professional/vocational development and participate in the college's appraisal process and training and development activities as required.
- To undertake such other duties that may be reasonably required by the Education Manager

**Personal Skills/Characteristics:**

- Experience of working within a further education, alternative curriculum or other organisation which delivers further education programmes.
- Experience of teaching sport to young people.
- Experience of planning, delivering and assessing education programmes.
- Excellent written and verbal communication skills Ability to plan own workload and prioritise Ability to self-motivate and work independently
- Degree level qualification
- Have a relevant teaching qualification (PTTLS/CTTLS/DTTLS) or willing to work towards
- Hold an assessors qualification or be willing to work towards one
- Positive attitude with the ability to motivate and enthuse individuals and groups.
- Excellent written and verbal/presentation communication skills. Ability to prioritise and meet deadlines
- Proficient in use of Microsoft Office systems e.g. Office, Excel, Access and PowerPoint or equivalent system
- Sport experience is a major benefit, but not a requirement

**How to apply:**

If you are interested in the above position, please send a short cover letter highlighting why you feel you are suitable for the position, an up-to-date CV and your salary expectation to James Price, Head of Community Foundation; [james.price@hullfc.com](mailto:james.price@hullfc.com) via email by 5pm on Friday 26<sup>th</sup> August 2022.

Unfortunately, we cannot reply to every application that we receive. If your application has been successful you will be contacted shortly after the deadline.