

JOB DESCRIPTION

JOB TITLE: Athlete Tutor - Assessor

RESPONSIBLE TO: National Performance Manager

RESPONSIBLE FOR: Athlete Learners

To support the effective delivery of the Sporting Excellence Award programme, including tutoring and assessment of programme units & facilitate learner reviews.

Salary: £1,650 per annum + travel expenses

Hours:

- 4 x mandatory training days per academic year
- 4 hours per week (remote)

Term:

- Fixed term to 31st August 2018

1. Main Focus of the role

To support subject leads in the delivery of the programme units, including facilitating/supporting workshops and setting appropriate assessment plans via OneFile (online platform). The assessor will be responsible for co-ordinating, recording and reporting athlete progress via the 12 week review process. Athlete progress should remain in line with their individual learning plan (ILP).

2. Accountability

The assessor will be accountable to and appraised by the National Performance Manager. Appraisals will be evidence based, using feedback from review audits and athlete progress.

3. Key Aims and Objectives of the role

Ensure athlete's progress remains in line with individual learning plan. If progress is not in line, the ILP must be adjusted to reflect that.

Aim for a minimum of 95% success rate on learner reviews.

4. Key Roles and Responsibilities

Reviews – co-ordinate athlete reviews with support of subject leads and submit athlete - learner reviews every 12 weeks and maintain a record of submissions. Reviews to be submitted to National Performance Manager.

Attendance – record and report athlete attendance at Sporting Excellence Award Training Days.

Sessions – support subject leads in workshops (video, Q&A etc)

Relationships – establish and maintain effective working relationships with the athlete – learner.

Assessment Plans/OneFile – support subject lead with design, implementation & marking of assessments via online learning platform

Communication with Athletes – Communicate feedback and other information with all Athletes using online learning platform. Where appropriate, other forms of communication such as text messaging, phone calls and emails should be considered.

Communication with Staff – Communicate regularly with the National Performance Manager and support staff & subject leads.

Feedback – Co-ordinate the delivery of subject lead feedback to the learners.

Sharing good practice.

Support developing/trainee ATA's if required.

5. Location of Post

This is a national position which requires working remotely & also attendance at national training camps which will be mandatory. A full driving licence and access to a vehicle for work purposes would be beneficial.

NB. This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity you will be required to work and can be amended with consultation in the light of the changing needs of the organisation.

6. Person Specification

	Essential	Desirable
Qualifications	<p>Level 3 Certificate in Education and Training (or equivalent).</p> <p>Level 3 Certificate in Assessment in the Workplace (or equivalent).</p> <p>Valid Safeguarding Certificate.</p>	<p>Degree in Sport Science or similar related discipline.</p> <p>Level 2 Coaching Certificate in Handball (or equivalent)</p>
Experience	<p>Previous experience of tutoring and assessment on NVQ Level 3 sports programmes.</p> <p>Working with young athletes in NGB performance pathways.</p>	<p>Previous experience of tutoring and assessment on NVQ Level 3 Advanced Apprenticeship in Sporting Excellence.</p> <p>Experience of working within England Handball Talent Pathway.</p>
Other	<p>Flexible and ability to work weekends according to performance calendar.</p>	