



## SPORTS LECTURER

DEPARTMENT: EDUCATION

REPORTS TO: EDUCATION MANAGER

LOCATION: 14 PRIDE POINT DRIVE, PRIDE PARK,  
DERBY, DE24 8BX

The Sports Lecturer will contribute to the successful planning, delivery and assessment of the Football Education programme within DCCT. This includes the NCFE Level 2 Sports Coaching and BTEC Level 3 Sports Coaching and Development (extended diploma).

### KEY RESPONSIBILITIES

- To contribute to the successful planning, delivery, assessment and administration of the Football Education Programme (NCFE Level 2 Sports Coaching and BTEC Level 3 Sports Coaching and Development).
- To contribute to the writing, updating and implementation of appropriate schemes of work, assessment and monitoring regimes.
- To design, develop, monitor and share resources for learner use.
- To act as personal tutor to a group or groups of learners supporting their Individual Learning Plans and co-ordinate tutorial support liaising with other tutors and wider provision.
- To participate in parent evenings, open events, enrolment and interviewing applicants.
- To keep up to date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning.
- To contribute to the internal and external quality assurance procedures in line with the Awarding Body requirements.
- To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process.
- Maintain accurate records of attendance and learner performance and complete quality assurance processes in a timely fashion.
- Accurately track and report data on the academic progress of each individual, helping all students to achieve the targets for academic and personal development.

## KEY RESPONSIBILITIES CONTINUED

- Attend weekly operational meetings with the teaching team and attend any external meetings organised by DCCT and LFE where necessary.
- Comply with all DCCT policies.
- Work towards agreed objectives.
- Always demonstrate DCCT values.
- To be able to work flexible hours where the role of the job requires.
- To understand and implement the Trust's Safeguarding policy, procedures, and best practice guidelines in your role and to use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment.
- Promote the values of DCCT in a professional, strong and positive manner.
- Work alongside other team members to support in other areas of the organisation as and when promoting best practice.
- Hold a commitment to equality, diversity and inclusion in the workplace.
- Willingness to attend training courses to enhance own professional development.

## GENERAL RESPONSIBILITIES

- Ensuring continuous compliance with the requirements of relevant Health & Safety and Data Protection legislation. It is the duty of every staff member to take reasonable care of their own and other people's health, safety, and welfare, and to report to DCCT any situation which poses a serious or imminent threat to the well-being of themselves or of any other person.
- It is essential that there is a consistent and effective approach to the process of identification and management of risks across the Trust. The escalation of risk within an organisation is a key mechanism for ensuring that risk is managed at the appropriate level by the appropriate individuals. All staff have a duty to ensure compliance with the Trust's Risk Management policies and procedures.
- Demonstrating the impact of DCCT programmes is a key performance indicator for the Trust. Capturing, recording, and analysing data is essential in supporting this. All staff are required to ensure they play their role where applicable.
- The assurance of quality is fundamental for all work undertaken by DCCT and should be implemented by all staff in their work. To that effect DCCT shall: Regularly monitor and measure the quality of its work methods, outputs and outcomes with a view to ensuring high quality standards, best value and continuous improvement.
- To uphold the Trust's Equal Opportunities policies & practices, positively promoting equality of opportunity.

# PERSON SPECIFICATION

## ESSENTIAL

- GCSE Level 5/C or above in Maths & English
- A teaching qualification (e.g. PGCE)
- Qualified Teacher Status (QTS/QTLS) or willing to work towards
- Previous experience of delivering BTEC Sport Level 3 qualification (or similar)
- Excellent understanding of teaching, learning and assessment methods
- Strong interpersonal and communication skills with the ability to quickly build trust and relationships
- Excellent knowledge of safeguarding & welfare
- Highly organised with the ability to multitask
- Ability to inspire others
- Always behaves with a high level of professionalism and respect
- A positive 'can-do' and courteous attitude
- Open and approachable
- A proactive approach with the ability to work under pressure
- Willingness to work co-operatively with other staff
- Confidential towards sensitive information
- Sociable with the ability to interact with others
- A positive attitude towards professional development and own learning

## DESIRABLE

- Coaching level 1 / 2 in football and/or other sports
- Previous experience of working with LFE (or similar) and/or a football community trust
- Experience in teaching/coaching football

**This post is subject to an enhanced DBS CRC check.**

## VALUES

Our values underpin everything we deliver as a charity. The postholder is responsible for role modelling these values and is accountable for their own attitude and behaviour.

We are:

- **Caring** in our approach
- **Collaborative** in our partnerships
- Creating **meaningful** experiences
- Effectively fulfilling **potential**
- Taking **pride** of our work
- **Valued** by our community

# EQUALITY, DIVERSITY & INCLUSION

Derby County Community Trust believe our workforce should be as diverse as the communities we serve. We are committed to encouraging equality, diversity & inclusion throughout our workforce, and eliminating unlawful discrimination.

# SAFEGUARDING

Derby County Community Trust have a responsibility to promote the welfare of all children, young people, and adults at risk to keep them safe and is committed to working in a way that protects them. The Trust expects all staff and volunteers to share this commitment.



[www.derbycountycommunitytrust.com](http://www.derbycountycommunitytrust.com)



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