



COMMUNITY
SPORTS
FOUNDATION

Job information pack

EDUCATION TUTOR

OVERVIEW

Providing opportunities in the areas of sport, disability, health, schools, social inclusion, education and employability, Norwich City Community Sports Foundation helps over 43,000 people every year achieve their goals.

We support some of the most disadvantaged, disabled and talented children, young people and adults across Norfolk through a range of projects, programmes and initiatives.

Underpinning all of our impact is a dedicated workforce who are able to engage and inspire at every opportunity.

Could this be your chance to be a part of something special?



Ian Thornton OBE,
Chief Executive Officer

Why do you enjoy working for the Foundation?

I like helping the community and enjoy making a difference

How would you describe the Foundation's staff culture?

Friendly, enthusiastic and hard working

What would you say to someone considering joining the Foundation?

It's a really great place to work, and it is hugely rewarding

*One of the newest members of the team





ROLE OVERVIEW

Job Title: **Education Tutor**

Salary: **£27–30k Benefits**

Contract Type: **Permanent**

Line Manager: **Head of Education**

The purpose of the Education Tutor is to provide a high-quality teaching and learning experience for our further education students studying towards a Level 3 Extended Diploma in Sport.

Objectives

- Deliver high quality lessons in line with our scheme of work
- To support students in reaching their full potential



ROLE SPECIFIC RESPONSIBILITIES

Teaching and Learning

To plan and deliver high quality lesson experiences for all students in line with the OCR level 3 in Sport specification

Assessment

To provide accurate and beneficial feedback to students as part of their ongoing learning and end of unit assessment.

Personal Development

To be the first point of contact to support students, advocating career development and volunteering experiences.

Progression

To support bespoke progression plans, ensuring every student is supported to reach their full potential through next steps such as university, apprentices and employment

Recruitment

To support the wider team with the implementation of a robust recruitment plan for future cohorts.

PERSON SPECIFICATION

KNOWLEDGE, SKILLS & EXPERIENCE	ESSENTIAL	DESIRABLE
Hold a full teaching qualification (QTS*, QTLS, CTLLS, DTLLS)	✓	
* Role suitable for an ECT		
Experience of working within an education setting	✓	
Knowledge and understanding of the Cambridge Technical qualification suite.		✓
A sports-based degree or equivalent level of knowledge	✓	
Be able to plan and deliver engaging and informative lessons	✓	
Experience of delivering Level 2/3 programmes, specifically in sport and exercise		✓
Confident in self-evaluation and self-reflection	✓	
Experience of working within a sporting environment		✓
PERSONAL ATTRIBUTES	ESSENTIAL	DESIRABLE
Growth – Willingness to attend training courses to enhance own professional development	✓	
Integrity – Always work in line with the Foundation’s values and behaviours	✓	
Belonging – Ability to work individually and as part of a team	✓	
Resilience – Ability to work with others to show innovation, strive for continuous improvement and solve problems	✓	
Pride – A drive to help people achieve their goals	✓	
Commitment – Willingness to work unsocial hours, including evenings and weekends	✓	



CARROW ROAD

WHERE YOU WILL WORK

The role will spend the majority of their working time within our education suite in the heart of Carrow Road, the home of Norwich City Football Club.

Working within the Education Department, the successful applicant will be surrounded by excellent support networks as well as outstanding facilities.

In addition, you will also spend time at The Nest, the charity's 22-acre community hub located on the outskirts of the city.



THE NEST



EMPLOYEE BENEFITS

Norwich City Community Sports Foundation employees could receive the following benefits*

- Discretionary incentive scheme
- Access to Norwich City match tickets
- 28 days holiday (including bank holidays), plus additional holiday over Christmas
- Personal celebration day
- Flexible working
- Enhanced employee training programme
- Access to free kids' courses
- 30-minute wellness workout included in daily working hours
- Canaries retail store, Yellows Bar & Grill and Delia's restaurant staff discounts
- Cycle to Work Scheme
- Free parking on all Foundation sites
- Death in service benefit
- Extensive branded apparel provided
- Employee Assist Programme

*Dependant on job role and/or contract type



OUR VISION

TO SUPPORT, INSPIRE, AND IMPROVE OUR COMMUNITY

We use the power of sport to support to achieve our charitable objectives:

- Driving inclusion for people with disabilities
- Boosting mental health and wellbeing
- Supporting disadvantaged people to raise their aspirations.

OUR VALUES

Growth

Integrity

Belonging

Resilience

Pride

Commitment





APPLICATION PROCESS

All applications must be submitted through our online Safer job application form and must be accompanied by an up-to-date CV and supporting letter detailing why you would be suitable for the role www.communitysportsfoundation.org.uk/vacancies

Application Deadline: 9am Wednesday 7th August

Interview Dates: Tuesday 13th August or on request

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. All candidates shortlisted for interview will be informed by email or phone. If you have not been contacted within a week of the closing date, this means that you have been unsuccessful on this occasion.

For more info please email: csfrecruitment@norwichcitycsf.org.uk


SAFEGUARDING STATEMENT

Norwich City CSF is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.


Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory DBS Check and references.

EQUALITY STATEMENT

Norwich City CSF is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.



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