



# BTEC TUTOR

Recruitment Pack



**Lincoln City**  
Foundation

## Message from Head of Foundation – Paul Hamnett

Thank you for your interest in Lincoln City Foundation, I am delighted that you are considering our Charity and I hope that you will want to apply for this post once you have found out a little more about us.

I urge you to spend time looking at our website, [www.lincolncityfoundation.co.uk](http://www.lincolncityfoundation.co.uk), as this will tell you a lot about us and give you a taste of all that goes on here.

Lincoln City Foundation has been delivering community based activities for over 25 years within Lincoln and Lincolnshire with ambitious plans to expand existing and develop new work. Our approach is to work in partnership with other organisations to bring our vision to life of Happier, Healthier and Inspired Communities. To achieve this, our work focuses on three strategic areas:

- Learning and Development
- Health and Well-Being
- Sport & Physical Activity.

There are currently 40 members of our team plus an experienced Board of Trustees who oversee the Foundation. Our workforce is diverse in personal and skills and as the Foundation continues to grow will endeavour to meet the needs of our communities.

I do hope that you might be tempted to apply. I recognise that time, thought and energy goes into preparing an application and we, in turn, will give your application serious considerations.



### Our Ethos

- Be Respectful
- Be Proud
- Be Adaptable
- Be Reflective
- Be Passionate



**Lincoln City**  
**Foundation**






## Staff benefits

Lincoln City Foundation value its employees and is committed to being a respectful and responsible employer of choice. It is important to the Foundation to cultivate an environment of development and progression therefore actively encourage staff training (internally and externally), networking and opportunities to support a pathway for those that show initiative, innovation and dedication.

- Annual Leave
- Flexible Working options
- Free on-site car parking (non-matchday)
- Lincoln City FC home fixture ticket allocation
- Sick pay
- Employer paid pension contributions
- Long service and performance related rewards and incentives
- All team CPD and social events.



The background image shows a group of people in kayaking gear, including helmets and life jackets, standing on a grassy bank next to a river. A large blue kayak is on the ground. The scene is outdoors with trees and a blue sky with clouds in the background.

# Our 2018/19

- 15 Community Programmes
- 39,000 hours of engagement
- 9,000 participants
- £700,000 invested in the local community

## Why are We here?

To inspire, empower and help individuals and communities to improve their physical, social and mental well-being





# Job Description BTEC Tutor

**WEEKLY HOURS:**

Part Time – Minimum 20 Hours

**SALARY:**

£10,275 (£19,000 FTE)

**LOCATION:**

Lincoln

**REPORTING TO:**

Education Manager

**RESPONSIBLE FOR:**

None

**PURPOSE:**

Lincoln City Foundation is committed to create and provide opportunities that inspire and empowers individuals and communities to develop and improve their physical, social or mental well-being.

Lincoln City Foundation strives to develop alternative and engaging sports and education provisions. During academic term time through the Post-16 environment to offer additional choice for those completing traditional exam and course qualifications (including BTEC, A Levels, Degree certificate). The Foundation uses the appeal of the Lincoln City Brand to showcase the programmes and engage with young people.

In line with Foundation's objectives the post holder will:

- Work to provide safe, engaging and high-quality delivery to all Foundation customers in line with the programme curriculum and structure
- To enhance and advance the progression of participants through programme activity, with the aim to make a positive impact on an individual's health and personal achievement
- To develop and lead sessions and be responsible for the delivery of content, administration, relevant equipment and participant contribution and involvement.



## **Main Duties and Responsibilities**

The post holder will:

- To deliver long-term goals within the education programme for Post-16 Education. This will include the both Further Education (FE) and Higher Education (HE) courses
- Develop each programme to ensure that the needs of the young people are met whilst studying at the Foundation
- Accountable for the planning, delivery and evaluations of the allocated education sessions
- Support the overall recruitment strategy and fulfil student recruitment targets as identified by the Education Manager
- Provide guidance and assistance where necessary to ensure the correct information is delivered to the correct age groups
- Respond to general enquiries and deal efficiently with any administration requirements resulting from the implementation of activities i.e. provide up to date monitoring information as required using Substance VIEWS, production of activity registers, update the database and provide statistics accordingly
- To build positive relationships with key partners across the Education sector to increase the success of each programme and the organisation as a whole
- To attend relevant meetings, workshops, conferences and to keep up to date with any changes in legislation and key developments affecting our work
- To report to the Education Manager on the progress and development of the education programmes through written and verbal information when requested including analysis of statistics and feedback.

General responsibilities:

- Compliance with all Lincoln City Foundation policies and procedures
- To observe and adhere to the organisational Code of Conduct, safeguarding commitment and the equal opportunities strategies of Lincoln City Foundation
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times
- To undertake CPD as necessary in line with development of the role and required by the Foundation
- The marginal functions of this position have not been included. All employees are required to follow any other job-related duties required by their line manager which are relevant to the role and achieving the Foundation's objectives.

## Person Specification

### Qualifications:

- Educated to degree level in a relevant subject area. BTEC/NVQ level 3/A Levels accepted
- NGB Level 2 coaching certificate or Qualified to Level 3 in either Personal Trainer or Exercise Referral
- Relevant teaching qualification CTTLs/QTS/QTLS (Desirable)

### Knowledge and Experience:

- Experience of delivering and following the set curriculum for Vocational / BTEC qualifications
- Experience of recruiting and retaining young people on to courses
- The ability to internally verify work of the students whilst meeting the criteria of the examining body
- Developing programmes and courses to meet the needs of the young people and partners
- Experience of developing relationships with a wide range of internal and external partners at all levels

### Skills and Abilities:

- Committed, self-motivated and driven with the ability to work on own initiative whilst contributing to the teams success
- Ability to communicate and engage with others (potential contacts include staff, managers, participants and parents/carers)
- To be able to plan and organise to a high standard and prioritise own workload
- Focused to achieve against Key Performance Indicators and creating opportunities for positive experiences and meaning impact for our participants
- Committed to high quality delivery and customer service with an understanding of participant needs or the willingness to learn about those the Foundation serves
- Ability to form strong and appropriate relationships, demonstrating excellent communication skills



## **Equality and Diversity:**

- Must be able to recognise discrimination in its many forms and adhere to the LCF Equality policies
- Able to work within a diverse community to promote equality & diversity.

## **HOW TO APPLY**

If you would like to apply for this position you will need to apply at [www.lincolncityfoundation.co.uk/current-vacancies](http://www.lincolncityfoundation.co.uk/current-vacancies)

### **Completing your application**

- Please read all the information provided before completing your application
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack
- We do not accept CV's or covering letters.

### **Guidance for the completion of the section 'additional skills, experience and interests'**

This is an important section of the application as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not.

### **References**

All offers of employment within the Foundation are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer. Neither referee should be a relative or someone known to you solely as a friend.

### **Shortlisting**

We only contact those candidates who have been shortlisted for interview. Due to the high volume of applications we are unable to provide feedback to those who are unsuccessful.

Shortlisted applicants for posts are advised that references will be taken up after interview.

### **Interview Process**

- For those people selected for interview you will receive your interview information via email with instructions of what will be required. Please ensure that you confirm whether or not you will be attending the interview, no later than 3 working days after the email has been sent.
- Interviews may contain a variety of tasks in which we are trying to ensure that we test a range of skills and knowledge in order to select the best candidate.
- If you require any reasonable adjustments for the interview to take place then please inform the Foundation when accepting the offer of an interview.
- Interviews may be able to be conducted via Skype / Zoom in certain circumstances



## Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- a Prohibition from Management check (if applicable);
- where the successful candidate has worked or been resident overseas for three months or more in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- verification of medical fitness - completion of a medical declaration and satisfactory medical examination in certain circumstances;
- satisfactory completion of the probationary period.

## Warning

Candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DBS

## Queries

If you have any queries at all about the recruitment process please contact the Foundation on 01522 563792 or [enquiries@lincolncityfoundation.co.uk](mailto:enquiries@lincolncityfoundation.co.uk)