



SWFC Community Programme Leadership and Management Tutor/ Assessor

Vacancy Reference No: 55

SWFCCP are looking for a professional, experienced trainer to deliver a Leadership and Management Apprenticeship course to a range of employed learners. You will be delivering at client company sites to individuals and groups as well as making use of a range of technology such as skype, webinars and an online portfolio. You will also have input into training design and improvements, which will be individualised to learners and/or organisations. You will need solid training experience, preferably with qualifications for training and assessment, however qualifications can be achieved within the role where necessary.

Task-related duties

- Deliver training in Leadership and Management and possibly other subjects i.e. customer services
- Put together and assist with delivery plans bespoke to the organisation and in line with the apprenticeship standard. Look for continuous improvement of training materials and course content
- Deliver training using a range of methods both individually and in small groups
- Deliver training face-to-face and using technology such as skype and webinar
- Engage with employers in terms of feedback and reviews
- Work in the Education Hub and field based
- To tutor, train and assess learners to achieve in a work-based environment
- To conduct regular training and assessment visits and reviews with all learners in line with SWFCCP, Ofsted and ESFA requirements
- Ensure appropriate documents and tools are used to record progress and achievement
- Comply with both contractual and internal requirements
- Ensure learner files and training plans are updated regularly and barriers to progress identified. Files must maintain a high standard of accuracy and be frequently updated and used as an integral part of the learner's programme
- Conduct training and assessment with the learner in the workplace, using national occupational standards and evidence requirements set by appropriate awarding bodies and sector skills councils to achieve their standard



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- Ensure on and off the job training is monitored and recorded showing learner progress and links to achievement
- Ensure English, Maths and ICT are delivered and embedded in all programmes
- Undertake employer and learner surveys
- Provide appropriate support to learners to help them achieve
- To represent the company in all promotional activities
- To undertake any other relevant duties as specified by your line manager, commensurate with the level of this post

Desirable skills, knowledge and experience

- Training and assessment qualifications, for example; A1, TAQA, E&T, Level 3 Award in Education and Training (PTTLS), Cert Ed, PGCE, Level 5 Award in Education and Training (DTTLS) are essential
- Quality Assurance Qualifications are preferable
- Leadership & Management qualifications are preferable
- Full UK driving licence

Closing Date: 30.11.18

If this role appeals to you and you would like to become part of the Sheffield Wednesday family, please send your CV to vacancies@swfc.co.uk
Submitted CVs must contain at least two references, current and expected salary.

Sheffield Wednesday Football Club Community Programme is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. This post may be subject to a criminal record check or an enhanced DBS check.