



Role: Sports Tutor (Full time)

Established in 1999, Ignite Sport UK's primary aim is to inspire people with sport, activity, and wellbeing, and to help create a sense of achievement for participants of all ages, backgrounds, and abilities. Based in Oxford and operating nationally, we provide a portfolio of training and services to individuals, schools and the sports industry.

A registered training provider for sport & education qualifications, working in further education, apprenticeships, and adult education. We are listed on the register of apprenticeship training providers (RoATP) and hold a direct levy contract with the ESFA. We use a blended learning approach with a combination of on-the-job training, face-to-face training, and online e-portfolios.

Due to the expansion of our training department, Ignite Sport UK are recruiting a highly skilled Sports Tutor/Educator to enhance provision within our training & education sector. The successful candidate will be working to develop and enhance impact across a range of sports based vocational programmes.

Key Objectives

- Plan programmes and project manage learner caseloads against targets
- Deliver effective and inspiring teaching, learning and assessment to learners
- Ensure effective management of learner journey and caseloads
- Review and provide feedback
- Conduct Initial and ongoing assessments and support functional skills
- Create effective working partnerships with Employers to enhance the Learner Journey

This position involves delivery and management of education qualifications across a range of programmes including:

Sport, Coaching and PE Apprenticeship Education
Adult Education Budget – Sport, Coaching & PE vocational short courses

Main Duties:

- Programme management and tutoring within Ignites Apprenticeship provision
- Support with Adult Education qualification provision delivery
- Support with recruitment learners across the programmes to achieve agreed learner numbers.
- Planning of programmes, courses, individual learning programmes.

- Deliver and facilitate teaching, learning and assessment that provides learners with motivation, drive and support.
- Utilise blended learning methods including remote management of tasks to achieve successful outcomes.
- Provide information, advice and guidance throughout the learner's qualification.
- Provide learners with all the relevant policies and regulations to clarify what is expected of them and to ensure their safety.
- Reviewing & reporting of key achievements and development areas.
- Daily administration duties to ensure effective self-management.

Qualifications, training & personal qualities:

Experienced Tutor with age 16+ students (One year minimum) UK

A Recognised teaching qualification and/or Assessor Awards

A Recognised qualification within Sport or a Sports Degree

Experience of working with External Verifiers

Knowledge of Internal verification processes

Understanding of educational policies and procedures Proven track record within the sector

ICT literate and competent in Microsoft packages

Desirable:

Experience in teaching/coaching/mentoring learners with mixed abilities

Knowledge of Apprenticeship Standards within the sporting sector

Management experience

Budget/project management

Knowledge of e-portfolio preferably Onefile

Use of Microsoft Teams

Essential personal qualities:

Energy & enthusiasm

A positive decision maker

A natural motivator

Excellent communication and strong organisational skills

Team player

Salary & benefits:

(Ignite Salary Band Grade 7) £29,900 - £33,050

Fully expensed mobile phone

30 days holiday + bank holidays

Childcare voucher tax saving scheme (to help towards the cost of childcare)

Pension with employer contribution

Employee recognition

Free childcare at Ignite Holiday Camp Settings

On-site parking at head office
Annual employee wellbeing grant

To apply – Send a copy of your CV to b.sear@ignitesportuk.com along with a short video introducing yourself and why you should be considered for this role.
Application deadline: Friday 11th February.