**Freelance Apprenticeship Tutor – Physical Education and School Sport focused apprenticeships**

Job Description



**Company Overview:**

As a leading Outstanding Ofsted (Sept 2021) training provider specialising in professional development and apprenticeship programmes, we are committed to delivering high-quality training and support to help individuals enhance their skills and achieve their career goals.

**Job Specification:**

As a skilled and experienced educational professional joining our team, the role will involve the delivery of Level 2 and 3 PE and School Sport focused Apprenticeships. The individual will be responsible for providing end-to-end support to each delegate. This will include: attending and contributing to enrolments, delivering and supporting training, providing guidance and feedback to delegates, undertaking observations in the delegates workplace, leading progress reviews and supporting the recording of ‘Off The Job Training’.

As a freelance tutor, you will have the flexibility to work remotely.

The position would be ideal for an experienced teacher who is considering a fresh, exciting new challenge, stepping into and developing their skills within the Apprenticeship world.

The role will involve being a key advocate of the founding principles of Educational and Sporting Futures upholding quality and integrity in delivery and support whilst holding true to the company ethos of creating opportunities for individuals and raising aspirations through apprenticeships. We are aligned with our sister company Real Training.

**Description of duties and responsibilities:**

* Deliver remote high-quality training sessions to apprentices ensuring the curriculum is effectively covered.
* Provide guidance and support to apprentices, helping them to develop their skills and knowledge in physical education in line with the apprenticeship standard.
* Conduct regular progress reviews and assessments alongside employers to monitor apprentices' development and provide constructive feedback.
* Lead interactive and engaging learning experiences through a variety of teaching methods, including virtual webinars, workshops and practical central training days
* Undertake a minimum of one observation of the apprentice in their workplace per term.
* Maintain accurate records of apprentices' progress, assessments, and attendance using the BUD Learning and Compliance Platform.
* Collaborate with the apprenticeship team to ensure the smooth running of the program, including scheduling training sessions and coordinating with external stakeholders.
* Attend monthly CPD and update meetings with ESF to stay informed of industry trends, best practice, and changes to apprenticeship standards, incorporating relevant updates into the training delivery.
* Foster a positive learning environment that encourages apprentices' active participation, engagement, and personal growth.
* Engage with employers to support learners and lead Progress Reviews.
* Lead the Gateway meeting and support the learner’s preparation for End Point Assessment.
* To support the digital delivery of the programme and continue to develop remote delivery opportunities.

Relevant training will be given to support understanding of both delivery and compliance requirements of the apprenticeship. Support will also be given to ensure effective use of the BUD Learning and Compliance Platform.

**Line Management:** Senior Operations Manager / Director of Apprenticeships

We are an innovative, dynamic company, a team of primary and secondary teachers and school leaders. We welcome applications from like-minded individuals for whom making a difference in the lives of individuals through learning is important.

**Person Specification: Qualifications, experience and skill levels.**

* This post holder is expected to work proactively with the core team at every level, ensuring effective programme delivery for all learners and employers. Training will be given throughout.
* Experience teaching within a school or college setting, including experience delivering PE to a range of year groups (desirable).
* Employer engagement and an ability to communicate with staff at all levels.
* Experience working using a range of office and virtual software.
* Extensive experience in delivering training and mentoring individuals in a professional setting.

**Knowledge and Skills**

* Effective time and workload management.
* Experience within the Education Sector.
* Pro-active, problem-solving approach.
* Ability to demonstrate empathy with the aims and objectives of Educational and Sporting Futures.
* Ability to form good working relationships with a wide range of groups and individuals.
* Self-motivated and able to work unsupervised and on own.
* A calm, organised approach is a key quality.

Please note that this is a freelance position, and the availability of assignments may vary depending on the demand for the Apprenticeship programme.

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