



JOB DESCRIPTION

JOB TITLE: School Sports ICT Tutor

DEPARTMENT: CITC

REPORTS TO: School Sports Officer

LOCATION: CITY@HOME

DATE: December 2017

Job purpose

City in The Community Foundation are looking for an ICT tutor to assist with the delivery of the 'City Stars' ICT project as part of our School Sports Programme. Applicants must have an interest in information and communications technology and experience delivering within a school environment. Successful candidates should also possess a further passion for sport and have experience of delivering school sport. They should also have the desire to develop their own skills and knowledge in a high performance working environment.

The role will be full time and will consist of planning and delivering ICT lessons and practical sports sessions to year 5 pupils in both a school and community environment. As well as delivering outstanding sessions, the successful applicant will also be expected to maintain and develop excellent relationships with the schools involved and with the wider CITC team.

This is a fantastic opportunity for a candidate looking to gain teaching experience and progress their sports coaching career working within a Premier League Community Foundation.

Key responsibilities

- To plan and deliver ICT lessons with a focus on football specific activities.
- To provide sports coaching in a variety of community settings.
- To assist with the general administration, monitoring and evaluation of projects.



General responsibilities

- Compliance with Club policies
- Compliance with the Club's health and safety procedures
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times

Key relationships

City in the Community Staff

- School Sport Manager
- School Sport Officer
- Local Schools
- School ICT leads

Scope of job

The ICT tutor will not have to manage a budget or supervise any staff members. They will be encouraged to learn on the job and become familiar with CITC processes and projects as well as becoming part of the team. The ICT tutor should aim to develop their skills as much as possible, attending any internal or external training that is provided by CITC.

Person Specification

Job Title: School Sport ICT Tutor

Department/Location: CITC

Knowledge: the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc

Essential

The successful candidate must have experience delivering in a school setting.

The successful candidate should be confident and competent to deliver ICT tasks to a KS2 class and have good knowledge of the ICT National Curriculum for KS2.

The successful candidate should have experience of planning outstanding lessons and know how to differentiate tasks when required.

Desirable

The successful candidate should have previous experience leading other ICT projects/initiatives.

Technical/work-based skills: skills specific to the job e.g. language competence, typing skills, coaching skills etc

Essential

The successful candidate must be competent with delivering presentations/lessons and in the use of I.T and email.

The successful candidate must be competent when using different forms of technology

They must also hold a valid driving license.

General skills and attributes: more general characteristics e.g. flexibility, communication skills, team working etc

Essential

Due to the nature of work successful candidates must demonstrate the following behaviours:

Successful candidates will need to show good communication skills including a variety of delivery styles as they will be expected to deliver in a variety of settings.

Candidates should be adaptable as they will have to work with a variety of abilities when delivering sessions. Sessions will therefore need to be adapted to meet the needs of the group.

Candidates should have good organisation skills as they will be expected to manage their own schedule and pre-plan sessions.

Candidates will need to demonstrate the ability to work individually, with fellow CITC colleagues and other departments within the club.

Desirable

Analytical skills would be desirable for reporting on projects and completing the monitoring and evaluation of sessions.

Experience: proven record of experience in a particular field, profession or specialism. Any period of work required must be appropriate and not excessive.

Essential

The successful candidate will have experience of working with children and young people or various groups within the community.

The successful candidate must have experience of delivering ICT in a school setting and working alongside the National Curriculum.

Desirable

It would be desirable if the successful candidate had previous experience of delivering in schools and coaching in a variety of sports.

Qualifications: the level of educational, professional and/or occupational training required

Essential

The successful candidate must have a minimum of a GCSE grade C or equivalent in English and a Level 2 NGB Coaching Qualification.

Desirable

It would be desirable if the candidate held; an ICT qualification, ICT or Sport related degree and has attained a sports related qualification in more than one sport or the AfPE Level 3.