



Crawley Town Community Foundation

BTEC Tutor: 16-19 Football Education Programme

Job Description

Job details	
Job title:	BTEC Tutor
Location:	The Broadfield Stadium, Winfield Way, Crawley, RH11 9RX
Salary:	£26,000 – £30,000 depending on qualifications and experience
Contract:	Full-Time
Start Date:	In place for mid-August 2025 – should successful candidate be able to take the role sooner, this is also possible.
Line Manager:	Education Manager
Job Purpose:	The role will see the individual deliver the educational element of our Football & Education programme, alongside the Education Manager, ensuring planning, teaching and assessment are to the expected high standards.
Objectives	
1.	Support students towards attaining their individual educational goals.
2.	To engage students within their studies and for them to maintain regular attendance throughout the length of the course.
3.	Work within the department to provide high quality planning, teaching and assessment.
4.	To support the wider delivery of the Foundation's main objectives in the community.

Role Specific Responsibilities

- To successfully deliver the Pearson BTEC Sport Level 3 qualifications.
- To promote the welfare of students and support the Foundation in safeguarding participants through the safeguarding policies and procedures in place within the organisation.
- To identify resources attached to the Foundation and Crawley Town Football Club that make lessons more engaging, informative and work related.
- To ensure all student coursework is constantly monitored and the desired standards of work are being achieved, to a standardised level across the programme.
- To produce lesson planning material to the expected standards that can be shared with other members of staff.
- To provide support to students looking at exit routes towards the end of their education.
- To provide accurate and informative feedback to parents/carers during student review meetings.
- To support the implementation of an effective plan for future cohorts.
- To provide additional academic support to students across all cohorts to ensure students are aware of and supported to reach their potential.

Safeguarding Statement

Crawley Town Community Foundation is committed to safeguarding the welfare of children and adults at risk and requires all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory DBS Check and references.

Equality Statement

Crawley Town Community Foundation is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.

Person Specification

	Knowledge	Essential	Desirable
1.	Knowledge of teaching using a variety of teaching methods and styles	✓	
2.	Understand assessment methods and criteria of the Pearson BTEC qualifications.	✓	
3.	A sports-based degree or equivalent level knowledge	✓	
	Skills & Experience	Essential	Desirable
6.	A qualified teacher or possess a relevant teaching/training qualification (Degree/PTLLS/Award in Education and Training)	✓	
7.	Be able to plan and deliver engaging and informative lessons	✓	
8.	Experience of delivering Level 3 programmes, specifically in Sport and Exercise		✓
9.	Be able to review and reflect upon their own teaching practice	✓	
10.	Experience of working within a sporting environment		✓
	Personal attributes	Essential	Desirable
11.	Excellent communication and interpersonal skills	✓	
12.	Ability to work individually and as part of a team	✓	
13.	Excellent organisational skills and attention to detail	✓	
14.	Willingness to work unsocial hours, including evenings when necessary (e.g. Post-16 Open Evenings)		✓
15.	A drive to help people achieve their goals	✓	

Application Process

How to Apply	
Please complete the online application form found on our website within the recruitment advertisement: Vacancies Crawley Town Community Foundation England	
Closing date for application:	12 noon: Friday 2nd May, 2025 We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.
Interview date:	All candidates shortlisted for interview will be informed by email or phone. If you have not been contacted by it means you have been unsuccessful in your application and not shortlisted on this occasion.
For more information about the vacancy or to arrange an informal talk/visit please email: darrenford@crawleytownfc.com	
<i>Please be aware any offer of work is subject to a fully completed enhanced DBS disclosure and satisfactory references and any offer of employment may be withdrawn should you not meet safeguarding requirements.</i>	