

YMCA Fitness Industry Training

Assistant Tutor Job Description

Reports to: Tutor Manager

Responsible for: No personnel

Evaluated Grade: G

Hours of work: 40 hours

Job Purpose

To assist with the management and delivery of designated YMCAfit training programmes and assessments. From time to time the role requires the post holder to direct programmes as designated by Line Manager.

Central YMCA comprises five component operations. Central YMCA Club; Central YMCA Qualifications; One KX; and Y Touring Theatre Company operate directly through the Charity and YMCA Fitness Industry Training (YMCAfit) operates through a subsidiary charity, London Central YMCA Ltd. The Charity's mission is delivered predominantly within health, fitness, education and creative arts sectors and is to "provide, inspiration, education and opportunities for health in mind, body and spirit".

YMCA Fitness Industry Training is an Operation of London Central YMCA Ltd., a registered charity. It provides education and training in fitness, exercise and activity for health and operates within a complex, dynamic and highly competitive industry. It runs a range of training programmes for both individuals and companies in the public and private sector.

This post forms part of the tutor team responsible for the delivery of YMCAfit training programmes and assessments. The team also contributes significantly to the content and quality of the curriculum and ensures the validity and standardisation of the assessment process.

Scope and Limits of Authority

- Provide written and verbal feedback to candidates unsupervised
- Identify where students require intervention by the tutor
- In the absence of the tutor, make appropriate interventions with any student causing disruption or displaying either aggressive or threatening behaviour.
- Make independent assessment decisions.

Main Duties and Responsibilities

Course Management/Administration

- Assist the tutor with the day to day smooth running of designated YMCAfit programmes.
- Ensure instructions from the tutor in relation to venue, students and programme personnel are carried out promptly and effectively.
- Assist with all programme-related paperwork and administration.
- Deal with incidents, accidents and emergencies in line with standard operating procedures.

Student Support

- Plan all sessions to meet student needs.
- Ensure students' practical and written work is formatively assessed.
- Provide both written and verbal feedback on student performance.
- Meet the learning and pastoral needs of all students, referring to the tutor as appropriate.
- Provide students with appropriate information advice and guidance.

Teaching

Deliver sessions and workshops on designated YMCAfit programmes as directed by the tutor and/or line manager

- Ensure all session plans and delivery are in line with YMCAfit timetable, aims and learning outcomes and best practice standards as defined by YMCAfit.
- Ensure programme delivery and formative assessment practices meet the needs of students and (if appropriate) Awarding Body criteria.
- Evaluate own teaching and learning effectiveness in consultation with tutor.

Assessing

- Summatively assess candidates in line with Awarding Body criteria in line with best practice and national occupational standards.
- Ensure candidates' practical and written work is summatively assessed.
- Ensure written and verbal feedback on candidate performance is provided.
- Provide candidates with relevant information, advice and guidance.
- Ensure all assessment related paperwork is completed.
- Deal with incidents, accidents and emergencies in line with standard operating procedures.
- Evaluate own assessment practice in consultation with Chief Assessor.

Curriculum

- Feedback to tutor and line manager suggesting changes to the curriculum, timetable and teaching and learning resources.

Customer Care

- Form part of the team, working to review and improve levels of customer focus and care within operation.
- Provide information, advice and guidance in relation to scheduling issues to staff and students.
- Refer staff and students to appropriate contacts for information, advice and guidance beyond immediate remit.
- Proactively develop and maintain the highest standards of customer care in all areas of responsibility.
- Answer technical questions when requested by the Student Support Team

Relationships

- Develop and maintain a professional working relationship with Charity personnel.
- Be a positive role model for tutors and students alike.
- Ensure a high level of customer care throughout the training programme.
- Act in the best interests of the Charity at all times.

Self Development

- Conduct continual review of personal performance to seek to improve effectiveness both individually and as a team member.
- Aid in the identification of personal training and development needs in relation to your duties as an

Assistant Tutor and to ensure that these are fulfilled in line with YMCAfit business plan.

- Keep up-to-date with developments in the exercise and fitness industry relative to specialised subject by reading, attending seminars, conferences and seeking out other related self development opportunities to include attending YMCAfit compulsory training and updates.
- Maintain discipline specific status on REPs.
- Maintain assessor competence.
- Complete self evaluation and action plans within agreed deadlines.

General

- Use appropriate opportunities to promote YMCAfit products.
- Encourage and motivate other programme personnel and students to achieve their potential.
- Contribute to YMCAfit Quality Assurance standards to ensure internal and external audit requirements are exceeded.
- Adhere to London Central YMCA Ltd Equal Opportunities.
- Adhere to the REPs Exercise and Fitness Code of Ethical Practice.
- Ensure that Health and Safety standards are maintained at all times.
- Adhere to standard operating procedures relating to tutoring and assessing.

This job description is issued as a guideline to assist you in your duties, it is not exhaustive and we would be pleased to discuss any constructive comments you may have. Because of the evolving nature and changing demands of our business this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description, and according to the needs of the Charity

Assistant Tutor

Person Specification

We seek candidates who can demonstrate the following competencies to a high level and want to use these to the full in their work. This is more important than having any direct previous experience of the job content. If you are short listed, we will be looking for evidence of all of the key competencies during the selection process.

List the competencies required for this role	
<ul style="list-style-type: none">▪ Management of projects, finances and other resources▪ Customer focus and managing diversity▪ External awareness and managing external relationships▪ Setting up systems▪ Problem-solving and decision making	<ul style="list-style-type: none">▪ Communication▪ Managing self and relationships with others▪ Team working and co-operation▪ Negotiating and influencing▪ Personal effectiveness▪ Analytical thinking and judgement▪ Creativity and innovation▪ Proactivity and initiative

Although we are keeping direct experience/knowledge requirements to a minimum, we do need you to use the CV covering letter to demonstrate your capabilities in relation to each of the criteria listed in Sections 1, 2 and 3 below (addressing each point in order).

1. Qualifications and Previous Experience

- 1.1 Working towards Qualified Teacher Status [QTS] or CYQ Certificate in Teaching in the Active Leisure Sector (PTTLS)
- 1.2 Assessors Award [A1] in Exercise and Fitness or CYQ Certificate in Assessing in the Active Leisure Sector
- 1.3 Qualified in the named programme disciplines (see below)
- 1.4 Working within the fitness industry teaching the named programme disciplines
- 1.5 Providing constructive/objective written & verbal feedback

2. Special Knowledge and Requirements

- 2.1 Knowledge of diversity and ability to meet individual needs

3. Additional Job Requirements

- 3.1 Willingness to work unsocial hours & at weekends
- 3.2 Willingness to travel

Tutor Roles

Tutor - Programme 1
All Direct all PTA
Direct Assessor Training
Direct Tutor Training
Assess and Chief Assess all of the above

Tutor - Programme 2
All Direct all PTA
Direct CT Workshop
Tutor Training
Assess and Chief Assess all of the above

Tutor - Programme 3
All Direct all PTA (Except NUT)
Tutor Training
Assess and Chief Assess all of the above

Tutor - Programme 4
Direct SIP
Assist Gym L2
Direct Aqua
Direct core 1&2
Assess TIDE
Direct Keiser 1&2
Direct Supple Strength
Direct ABC
Direct DSA
Assess Gym L2
Chief Assess SIP

Assistant Tutor - Programme 5
Assist all PTA modules
Assess all PTA modules

Assistant Tutor - Programme 6
Assist all PTA modules
Assess all PTA modules
Assist CT

Tutor - Programme 7
Assist SIP
Assess Gym L2
Direct core 1&2
Direct Keiser 1&2

Tutor - Programme 8
Assist SIP
Direct core 1&2
Direct Keiser 1&2
Direct DSA
Direct Kids Play
Direct Kids Street
Assess SIP
Assess Gym L2