

YMCA Fitness Industry Training

Tutor Job Description

Reports to: Tutor Manager

Responsible for: No Personnel

Evaluated Grade: H

Hours of work: 40 hours

Job Purpose

To manage and deliver designated YMCAfit training programmes and assessments and contribute to the training and development of other programme personnel.

This role also requires internal verification of the assessment process, supporting assessors, organising assessment days and contributing to the quality assurance of the YMCAfit assessment process (Internal Verifier role). From time to time the role requires the post holder to assist on programmes as designated by line manager.

Organisational Context

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 contribute significantly to the content and quality of the curriculum and ensures the validity and standardisation of the assessment process.

Scope and Limits of Authority

Day to day decisions concerning running the programme:

- Resolve acute issues relating to the teaching environment.
- Negotiate room bookings/availability with venue staff and other tutors.
- Change the programme timetable to meet the needs of students, the venue hosts and health and safety requirements.
- Suspend from the programme any student causing disruption or displaying either aggressive or threatening behaviour.

Main Duties and Responsibilities

Administration

- Ensure all programme-related paperwork and administration is completed.
- Deal with incidents, accidents and emergencies in line with standard operating procedures.
- Liaise and communicate effectively with external personnel.
- Ensure programme expenditure remains within YMCAfit guidelines.

Student Support

- Plan all sessions to meet student needs.
- Provide students with appropriate information, advice and guidance.
- Ensure students' practical and written work is formatively assessed.
- Ensure written and verbal feedback on student performance is provided.
- Meet the learning and pastoral needs of all students, referring to the Student Support team, as appropriate.
- Keep records of all agreed actions and discussions relating to students.

Managing Programme Personnel

- Agree and check the plans of all programme personnel.
- Allocate specific sessions and tasks to programme personnel.
- Provide written and verbal feedback on session planning and, delivery/management /support of students.
- Report to the Tutor Managers any shortfalls in tutor delivery, general skills gaps or competence issues and make recommendations for training and development.

Teaching

- Ensure the appropriate teaching and learning resources and materials are provided to students.
- 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 and feedback via the YMCAfit Quality Assurance System.

Chief Assessing

- Check and agree the assessment outcomes.
- Allocate specific candidates to individual assessors.
- Provide written or verbal feedback to assessors as appropriate.
- Provide Tutor Managers with recommendations relating to the training and development of assessment personnel.
- Contribute to the training and development of the assessor team.
- Attend and contribute to regular standardisation meetings with assessors.
- Contribute to the development of YMCAfit's assessment policy, standards and protocols.

Internal Verification

- Contribute to the planning of the annual internal verification and quality assurance strategy.
- To internally verify designated YMCAfit training programmes/assessments in line with Awarding Body requirements.
- Complete appropriate paperwork and proactively ensure all actions are achieved.
- Attend Awarding Body standardisation days as required.
- Contribute to the completion of the Self Assessment Report.

- Undertake re-assessment of candidates' work for any assessment appeal.
- Attend candidate appeal hearings as a panel member and complete all relevant paperwork.

Assessing

- Assess candidates against agreed YMCAfit or 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.
- Meet the pastoral needs of all candidates, referring to the Student Support team as appropriate.
- Provide candidates with relevant information, advice and guidance.
- Ensure all assessment-related paperwork and administration is completed.
- Deal with incidents, accidents and emergencies in line with standard operating procedures.
- Ensure that all assessment practices meet Awarding Body criteria.
- Liaise and communicate effectively with external personnel.
- Evaluate own assessment practice and feedback via the YMCAfit Quality Assurance system.

Curriculum

- Feedback to 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.

Relationships

- Develop and maintain a professional working relationship with Charity personnel.
- Be a positive role model for tutors and students.
- 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 a 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 a tutor and to ensure that these are fulfilled in line with the YMCAfit business plan.
- Keep up to date with developments in the exercise and fitness industry by reading, attending seminars, conferences and seeking out other related self development opportunities to include attending YMCAfit training and updates.
- Maintain discipline specific status on the REPs.
- Maintain assessor competence.

General

- Use appropriate opportunities to promote YMCAfit products.
- Identify potential new tutor/s and inform line manager.
- Suggest changes to the curriculum, timetable, aims, learning outcomes and teaching and learning resources.
- Adhere to London Central YMCA Ltd Equal Opportunities Policy.
- Adhere to the REPs Exercise and Fitness Code of Ethical practice and the internal quality standards of YMCAfit.
- Ensure that Health and Safety standards are maintained at all times.
- Complete all relevant health and safety paperwork.
- Adhere to standard operating procedures relating to tutoring and assessing.

- Keep line manager advised of all developments and problems.

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

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 of competencies required for this role

<ul style="list-style-type: none">▪ Organisational awareness and strategic thinking▪ Leadership▪ People management▪ Management of projects, finances and other resources▪ Customer focus and managing diversity▪ External awareness and managing external relationships	<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
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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]– Full Certificate OR CYQ Certificate in Teaching in the Active Leisure Sector (PTTLS)
- 1.2 Working towards V1 or D34 Internal Verifier Award OR CYQ Certificate in Internally Verifying in the Active Leisure Sector
- 1.3 Assessors Award [A1] in Exercise and Fitness OR CYQ Certificate in Assessing in Active Leisure Sector
- 1.4 Qualification in all listed programme disciplines and evidence of CPD in a related area
- 1.5 Currently working within the fitness industry teaching the programme discipline
- 1.6 Proven track record in the assessment and internal verification of exercise and fitness cross a range of disciplines at Level 2 and 3

2. Special Knowledge Requirements to include tutoring, assessing and internal verification

- 2.1 Time management skills and flexibility to work at times which best suit learners training and/or assessment needs
- 2.2 Ability to make objective judgements.
- 2.3 The Ability to resolve conflict positively

3. Additional Job Requirements

- 3.1 Model of good practice when teaching practical sessions
- 3.2 Teach exercise and fitness in practical sessions to a high level
- 3.3 Willingness to work weekends, unsocial hours and travel when required

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