



Job Application Pack

BTEC Sports Tutor

INSPIRING HEALTHIER, MORE CONNECTED COMMUNITIES



VISION

To inspire healthier, more connected communities.



MISSION

To work with our key stakeholders collaboratively to empower and bring together our communities, changing lives for the better through diverse initiatives.

Job Vacancy

Job Title: BTEC Sports Tutor

Location: Poolfoot Farm Sports Complex, Butts Road, Thornton-Cleveleys, FY5 4HX

Full Time Salary: £25,449 - £28,626 per annum (dependent on experience)

Contract Type: Full time, Permanent (part-time applications may be considered)

Reports to: Head of Education

Application Deadline: 11:59pm on Sunday 21st June 2026

Overview: Fleetwood Town Community Trust (FTCT) is a vibrant and active community organisation that aims to provide socially inclusive community, health and education programmes with the vision of inspiring healthier, more connected communities.

Purpose of Position: FTCT is seeking to recruit a qualified Sports Tutor responsible for the planning, delivery and assessment of BTEC units in line with the standards and requirements of League Football Education (LFE). The role will also involve supporting the recruitment of prospective students through outreach and engagement events. Additionally, the successful candidate may contribute to the delivery of our higher education provision and football enrichment programme.

Core Duties & Responsibilities

- Plan, deliver and assess BTEC Level 2 and Level 3 Sport programmes for learners aged 16+, ensuring high-quality teaching, effective feedback and consistent progress monitoring to support positive outcomes.
- Create and maintain a positive, inclusive learning environment that promotes motivation, participation, professionalism and mutual respect.
- Monitor attendance, achievement and target grades, identifying and supporting learners requiring additional intervention.
- Provide pastoral support to designated student groups to support personal development, wellbeing and progression.
- Maintain accurate learner records and complete termly reviews in line with LFE requirements.
- Mark and assess student work in accordance with internal quality assurance processes and within agreed deadlines.
- Support safeguarding procedures and actively promote the welfare of all learners and stakeholders.
- Contribute to enrichment activities, learner recruitment events and wider college initiatives, including occasional evening and residential commitments where required.
- Engage in ongoing continuous professional development (CPD), attending relevant training, conferences and development opportunities across the LFE and EFL in the Community network.
- Potential to deliver on the degree programme in partnership with the University of South Wales and EFL in the Community, and to support the football enrichment programme, including practical coaching sessions and matchday support.

Skills & Qualifications

Essential

- Minimum Level 5 teaching qualification (e.g., PGCE, CertEd, DET).
- Educated to degree level in a relevant subject area (e.g., Sports Coaching, Sport Science, Physical Education).
- Enhanced DBS check will be required for this position.
- Knowledge and understanding of BTEC Level 2/3 Sport qualifications.
- Ability to plan, deliver and adapt engaging, learner-centred teaching to meet individual needs.
- Ability to inspire, motivate and support young people.
- Excellent planning, organisational and time management skills.
- Good understanding of safeguarding, professional teaching standards and health and safety requirements.
- Ability to work independently, manage workload effectively and maintain high standards under pressure.
- Commitment to CPD and willingness to undertake further training where required
- Flexible approach to work, including occasional evening commitments.

Desirable

- UEFA C Coaching Qualification.
- Experience within post-16 education or sport development environments.
- Experience delivering Level 4/5 Higher Education provision.
- Full UK driving licence with access to a vehicle and willingness to occasional travel for work purposes.

General Responsibilities

Health and Safety

- To take reasonable care for the health and safety of oneself, other employees and members of the public who may be affected by your acts or omissions at work
- To comply with all aspects of the Fleetwood Town FC Health and Safety Policy and Arrangements, to enable the company to perform its civil and statutory obligations in relation to Health and Safety

Customer Service

- Identify and meet the needs of colleagues and our customers, focusing on initiating and welcoming contact and communications whilst striving to deliver first class customer service
- Recognise potential complaint situations and make effective steps to avoid and/or resolve these situations

Self-Development

- To take responsibility for your own development and to help realise your own potential by undertaking any necessary internal or external training sessions in accordance with the Company's Performance and Development Review Policy

Teamwork

- Ensure effective communication within your work team and across the Company whilst actively offering support and guidance as necessary

General Responsibilities

Employee Relations

- To make suggestions to improve the working situation and contribute to positive employee relations within their area of work and Fleetwood Town FC as a whole

Equal Opportunities and Harassment

- To cooperate with measures introduced to ensure there is equality of opportunity in employment.
- To ensure understanding, awareness and compliance with the Company's Equal Opportunities Policies.
- To ensure that the working environment is free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour which is personally offensive

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

All employees may be required to undertake any other duties as may be reasonably requested.

This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment.

Other

Safeguarding Statement

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The Trust has systems in place to ensure that the welfare of vulnerable groups is dealt with appropriately and sensitively. Everyone working at the Club has a duty of care to safeguard the welfare of children and young people by creating an environment that protects them from harm. Our standards of practice ensure all staff are fully aware and understand their responsibilities under safeguarding legislation and statutory guidance.

The Trust ensures that all staff that have a direct responsibility for children, young people, or vulnerable adults, have been subject to the most stringent of recruitment practices which include DBS and reference checks. These staff are alert to signs of abuse or maltreatment and will refer concerns to the relevant Designated Safeguarding Officers using the agreed safeguarding procedures.

Equal Statement

Community Trust is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

FTFC Community Trust is also committed to the safeguarding of vulnerable groups.

Employee Benefits

- Free car parking
- Counselling referral to our partners Counselling in the Community.
- Competitive annual leave package (including staff loyalty scheme to generate additional days).
- Free access to holiday camp provisions delivered by FTFC CT
- Company pension scheme
- Discounted staff menu at Poolfoot Farm Sports & Leisure Complex
- FTCT staff uniform and laptop provided.
- Bi-Annual Professional Development Review
- Monthly Perkbox rewards
- Annual staff awards evening





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