**JOB SPECIFICATION**



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| **MYERSCOUGH AND PROUD** |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with UCLan and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

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| **JOB TITLE** | **AREA OF WORK** |
| Sports Performance and Projects Lead (0.4) and Senior Lecturer in Sport (0.6) for a 1.0FTE | Sport |
| **SALARY** | **BENEFITS** |
| £38,528 - £43,342 per annum, pro rata in accordance with qualifications and experience. | Teachers’ Pension Scheme40 days annual leave to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Curriculum Area Manager for Sport | Strength and Conditioning/Sports Therapy staff (linked to DiSE provision) and the Sport Activator role |
| 1. **GENERIC KEY TASKS AND RESPONSIBILITIES**

**Refer to Management Guidelines regarding the determination of the duties of lecturing staff** |
| The Sporting Academy and Projects Manager will lead on driving consistency, professionalism, and strategic development across the sports department. The post holder will manage key staff, strengthen external partnerships, support marketing and branding activity, and lead on new and inclusive sporting initiatives. They will be instrumental in expanding and improving our performance sport provision in line with college objectives. Predominantly, the role of a Lecturer is to provide inspirational teaching and learning. Lecturers will additionally support excellence in assessment to ensure learners reach the highest standards with positive value added results.1. Manage learners to succeed so they achieve their full potential and provide positive value added results
2. To deliver high quality and effective teaching, learning and assessment.
3. Quality assurance of all aspects of teaching, learning and assessment
4. Provide information, advice and guidance to learners and prospective learners
5. Strengthen links with key stakeholders such as employers, industry, learners and parents
6. Attend meetings as identified by Line Manager
7. Undertake continuing professional development (CPD), as appropriate in order to meet the College and learning area objectives
8. Exceed College standards
9. Share good practice
10. Network with staff in other areas to develop strategies, enhancing delivery to promote the stretch and challenge with all learners

11 Promote and adopt an innovative and collaborative approach for the planning and delivery of lessons and assessments |
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| 1. **DUTIES**
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| **Strategic Leadership & Management*** Lead and manage a small team, including Sport Activator, Strength & Conditioning staff, and Sports Therapy personnel linked to the DiSE programme.
* Provide strategic coordination across all performance sports coaches, ensuring consistency of delivery, high standards, and alignment with departmental vision.
* Reduce instances of learner disciplinaries within sport by embedding professional and behavioural standards across provision.

**Project and Partnership Development*** Identify, develop, and implement inclusive sporting projects such as women's football and disability sport.
* Be the key point of contact and maintain strong links with external partners, including professional clubs and universities (e.g. Sale Sharks).
* Lead on funding bids and grant applications to support the development of the College’s performance sport offering.

**Marketing, Promotion and Recruitment*** Work with internal and external stakeholders to promote Myerscough’s sports provision through social media, digital platforms, school engagement, and events.
* Ensure a consistent brand identity across sports-related content and develop strategies to increase student recruitment and retention in identified programmes as driven by Curriculum Planning.

**Quality, Compliance and CPD*** Support a culture of continuous improvement and lead on initiatives to improve coaching quality and learner experience.
* Attend internal meetings and CPD events, contributing to the wider success of the sports department.
* Ensure compliance with College safeguarding, health & safety, equality, and sustainability policies.
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| **Manage learners to succeed*** Participate in and support learner application, recruitment, enrolment and progression providing impartial advice and guidance and recruiting with integrity to ensure the best interests of the learner are met
* Participate in and support inspirational learner induction
* Manage learners through the initial six weeks in College and confirm or redirect to appropriate qualifications (currently not applicable to HE delivery)
* Undertake personal tutorials, embracing and completing all aspects of the College electronic individual learning plan (eILP) providing SMART targets for learners, which promote learner advancement and success
* Meet with learners, parents/guardians as directed by College protocols
* Address learner concerns promptly, signpost to other professionals, internally or externally, if appropriate and confirm the actions have resulted in a positive outcome
* Undertake course, programme, module, unit management as directed by your Line Manager and exceed expected standards identified internally or externally
* Monitor Key Performance Indicators (KPI) and report on and action concerns through appropriate channels
* Participate in curriculum enhancement and the development of learner employability skills and personal development as directed by your line manager
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| **Aspire to deliver High Quality teaching, learning and assessment**  |
| * Aspire to deliver inspirational teaching, learning and assessment to promote high levels of student satisfaction and success
* Share best practice in teaching, learning and assessment and provide support to colleagues through team meetings, peer observation etc
* Produce detailed and highly effective schemes of work and lesson plans that motivate learners and ensure high success rates
* Participate in the observation of teaching and learning and embrace areas for improvement positively
* Develop a range of innovative assessment methods to meet the requirements of awarding bodies, expected standards and address learner individual needs
* Produce effective assessment strategies to reduce front or end loading for learners, contribute to course team needs and provide for timely success
* Produce assessment briefs to exceed expected standards
* Provide timely and effective feedback to learners that contribute to learner development and success
* Mark written work to high standards and support colleagues in this process
* Track and record learner progress effectively and in a timely manner to support high levels of learner success and positive value added
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| **Provide Information, Advice and Guidance*** Provide impartial, accurate and current course specific information to future and current learners
* Be aware of the range of support available and how to signpost to internal and external support
* Produce and update course fact sheets and course/module handbooks to ensure the provision of accurate, current and complete information to prospective learners
* Interview learners and offer a place on appropriate qualifications whilst recruiting with integrity and providing impartial advice and guidance
* Attend and fully participate in College Open Mornings, the Country Fair, and other promotional / recruitment events, as required
* Support learners in decision making with regard to their future progression and identify learner destinations or progression and record on their e-ILP
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| **Attend meetings as identified by Line Manager*** Contribute to learning area, as required
* Attend and positively contribute to staff performance management meetings
* Attend other internal and external meetings, as directed by Line Manager

**Undertake continuing professional development (CPD), as appropriate in order to meet College and learning area objectives*** Attend internal or external CPD as directed by the Line Manager, Head of Teaching and Learning, Head of Quality, CPD or Human Resources
* Undertake technical updating to ensure current industry standards are embedded in working practices
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| **Quality Assurance (QA)*** Comply with internal and external quality assurance requirements
* Undertake course and/or module management as directed by Line Manager and exceed expected standards identified internally or externally
* Participate in course committee meetings, course team meetings, technical advisory meetings, as required by the designated role
* Undertake / comply with internal verification (IV) and standardisation activities complying with College assessment and IV policies and procedures and external QA requirements, as required
* Populate learner/course tracking sheets and presentin accordance with your role at performance / module boards
* Take responsibility for the production / monitoring of key data plus the completion of self-assessment reports and action plans, as required
* Invigilate examinations following awarding body regulations
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|  **Exceed College standards*** To promote College sustainability policies and strategies by personal commitment
* To take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations
* You role model and promote the College values:
* **Professional** – We will uphold the highest standards, demonstrating expertise, integrity, and a commitment to excellence in all that we do. We will invest in sustainable practices, ensuring long-term success for our students, staff, and wider community.
* **Passionate** – We approach our work with enthusiasm, dedication, and a drive to make a positive impact. We empower individuals to reach their full potential, creating a learning and working environment that is ambitious, inclusive, and inspiring.
* **Collaborative** – We work together, fostering strong partnerships, teamwork, and mutual respect to achieve shared success. Through industry engagement and curriculum co-creation, we strengthen our influence both locally and nationally, driving innovation and meaningful impact.
* **FREDIE** – FREDIE is in our DNA. We will advance Fairness, Respect, Equality, Diversity, Inclusion, and Engagement in everything we do, ensuring a safe, happy, and healthy community where everyone can thrive.

Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |

**Location of work**

Employees may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with the appropriate Line Manager.  Employees are expected to participate fully in the review and, following discussion, to update the relevant job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes following consultation with the relevant employee/s.

 **FE/WPL** **EMPLOYEE SPECIFICATION**

(A) Assessed via Application form (I) Assessed via Interview

(P) Assessed via Presentation/Mini teach in interview (T) Assessed via Test

(PI) Post Interview

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** |
| Presentable and professional appearance (I)Ability to work as part of a team (A/I)Ability to work to quality standards (A/I)Good command of the English language (A/I)Appropriate level of physical and mental fitness (PI)Strong communication and leadership skills (A/I/P) | Knowledge of digital marketing/social media for promotion (A/I)Awareness of the UK’s DiSE framework (A/I) |
| ***Attainments*** |
| A Degree or equivalent qualification in a relevant discipline. (A)Teaching qualification eg PGCE / Cert Ed or equivalent (A)GCSE English and Maths at Grade C/4 or above (or an equivalent standard) (A)Consistent lesson Observations and high success rates with learners (A/I)Significant industry experience within a high performance sporting field (A/I) | First Aid qualification (A)Membership of a professional body (A) |
| ***Special Aptitudes*** |
| Excellent communication skills with the ability to motivate learners (A/I/P)Significant Experience of coaching or managing in a performance sports environment (A/I)Experience of managing people or projects in a team-based environment (A/I)Teaching/training experience and knowledge of developments in teaching and learning (A/I)Competent in ICT (A/I)Adaptable and able to work flexibly, within a team or on own initiative (A/I)Able to demonstrate the capability of being an inspirational role model for all stakeholders eg staff, students, parents / guardians (A/I/P)Experience with partnerships and external stakeholder engagement (A/I)Knowledge of safeguarding, health and safety, and inclusive sport provision (A/I) | Teaching/training experience and knowledge of developments in teaching and learning (A/I)Experience writing and managing funding bids (A/I)Evidence of highly successful coaching, training and / or managing successful coaching experiences (A/I)Coaching / mentoring staff / delivering CPD (A/I)External verification/examination role (A/I)Experience working in an FE/HE or sports academy setting (A/I) |
| ***Interests*** |
| A significant professional interest in the subject discipline (A/I/P)Evidence of high levels of continued professional development (A)Empathy with education and a learner centred approach to teaching, learning and assessment (A/I/P) |  |
| ***Disposition*** |
| Excellent interpersonal skills (I/P)Approachable (I)Person centred approach (I/P)The capacity to communicate effectively both verbally and in the written word at all levels (A/I/P)Enthusiastic and self-motivated (A/I) |  |
| ***General*** |
| An understanding of “safeguarding” and its importance within the College \* (A/I)An understanding of health and safety requirements of a working environment (A/I)An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** |
| Willing to apply for Disclosure and Barring Service clearance at Enhanced level (A/I)Ability and willingness to work flexibly (A/I)Willing to complete external work placement visits (A/I)Ability to work evenings/weekends, as required – careers/conventions/recruitment events (A/I)Possess a current driving licence or willing to travel as required by other means (A/I) |  |

Interviews will explore issues relating to safeguarding/the “Prevent” agenda and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Sports Performance and Projects Lead (0.4) and Senior Lecturer in Sport (0.6) to equate to 1.0FTE | Sport |
| **SALARY** | HOURS OF WORK |
| £38,528 - £43,342 per annum in accordance with qualifications and experience. | 10 Hours Remission per Week from Lecturer contact time.Refer to Management Guidelines |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 40 days pro rata annual leave to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays | Teachers’ Pension SchemeEmployee Contribution Rate (as at 1 April 2025)(based on actual NOT FTE)Contribution rate % Up to £34,872.99 pa 7.4% Employee£34,873 - £46,943.99 pa 8.6% Employee£46,944 - £55,660.99 pa 9.6% Employee£55,661 - £73,768.99 pa 10.2% Employee£73,769 - £100,590.99 pa 11.3% Employee£100,591 and above pa 11.7% Employee You will automatically become a member of the TPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearanceRefer to Staff Professional Code of Conduct |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable). Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay SchemeShould your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £49.50 for an enhanced level check). |
| **CONTINUING PROFESSIONAL DEVELOPMENT** |
| In order to comply with the Further Education Teachers’ Continuing Professional Development and Registration (England) Regulations 2007, you are required to:* complete a minimum number of hours of continuing professional development every year;
* maintain a record of the CPD you have undertaken;
* make that record available to the College

Failure to comply with these requirements may lead to your dismissal. Full details of the College’s policy in relation to Continuing Professional Development is available to all employees |
| **REQUIREMENT FOR TEACHING QUALIFICATIONS/ASSESSOR AWARDS** |
| Teachers employed in a further education institution are required to hold the teaching qualifications prescribed by the Further Education Teachers Qualifications (England) Regulations 2001 and the Further Education Teachers Qualifications (England) Regulations 2007.  The type of qualification required depends on a number of factors, including the date on which employment commenced and the type of post which is heldThe Corporation will review with employees, either prior to commencement of employment or shortly thereafter, the qualifications required for the post that applied for and will provide such assistance as it deems reasonable to enable employees, if required, to secure requisite qualifications.  In the event that the requisite qualifications are not achieved within the period specified in the Regulations, the Corporation may have no alternative but to terminate employment and to this end the Corporation reserves the right notwithstanding any other provisions of this contract, to terminate employment by giving notice in accordance with clause 30.3 |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. |
| **BENEFITS TO YOU** | **HOW TO REGISTER** |
| * Saves you time and money
* One DBS certificate may be all you will ever need
* Take your DBS certificate from role to role within the same workforce
* You are in control of your DBS certificate
* Get ahead of the rest and apply for jobs DBS pre checked
 | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)**Registration lasts for 1 year and costs £16 per year (payable by debit or credit card only).**You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down.  |
| **WHAT YOU GET** |
| When you join, you’ll get an online account that lets you:* Take your certificate from one job to the next
* Give employers permission to check your certificate online, and see who has checked it
* Add or remove a certificate
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