



## **ROLE DESCRIPTION – ASSISTANT COACH AWARD TUTOR/ASSESSOR**

### **ROLE PURPOSE**

Prepare, deliver, and assess Volleyball England Assistant Coach Award courses to the agreed standard, utilising the guidance and supporting resources provided by Volleyball England

<b>Employment Status</b>	self-employed.
<b>Fees</b>	£300 per course (£200 practical delivery, £100 online delivery), plus travel expenses at 33p per mile.

### **SCOPE OF SERVICES**

Represent Volleyball England in a professional manner.

Co-operate on health and safety matters, taking reasonable care of own and other's health and safety; and report all health and safety concerns to an appropriate person.

Follow Volleyball England's administrative processes, guidelines, and policies for delivering courses.

Promote and abide by the relevant Volleyball England policies and procedures.

Engage with quality assurance processes.

Actively promote the concepts of equity in Volleyball.

Maintain up to date knowledge, such as:

- attending, and contributing to, training and standardisation events, workshops and other compulsory updates as needed
- undertaking appropriate training and development opportunities to professionally develop
- acting on feedback from verification visits as appropriate

## **TUTOR SERVICES**

Planning the learning programme, such as:

- following the Volleyball England learning programme
- adapting the programme to meet the needs of the learners
- including opportunities to help and support individual learners

Deliver the learning programme to an appropriate standard:

- ensuring the specified aims and learning outcomes are met
- adapting delivery methods to accommodate different learning needs, abilities and experiences
- monitoring learners progress and providing feedback to assist learner development and progress
- helping learners access and use the resources
- actively involve learners in the learning process
- ensuring learners' health, safety and wellbeing

Maintain accurate records, such as:

- attendance registers
- records of reasonable adjustments

Evaluate the learning programme, to include:

- gathering feedback from learners
- reviewing own practice
- identifying action points to improve future delivery

## **ASSESSOR SERVICES**

Carry out assessment following Volleyball England assessment specifications to include:

- correctly completing all Volleyball England assessment documentation
- treating all learners equally and fairly without directly or indirectly excluding anyone
- providing objective feedback to the learner about performance and achievement
- devising and agreeing an assessment action plan or personal learning plan with the learner as appropriate

Evaluate assessment delivery, to include:

- reviewing own practice
- identifying action points to improve future delivery

## **ROLE REQUIREMENTS**

### **Qualifications**

- Volleyball England Level 3 Award (or equivalent), or Level 2 Award with significant experience of coaching
- Appropriate teaching or tutoring qualification (minimum of a Level 3 Award in Delivering Learning – or equivalent), or willingness to gain the qualification during the training period
- Appropriate Assessor qualification (minimum of a Level 3 Award in Assessing Vocationally related Achievement or equivalent), or willingness to gain the qualification during the training period
- Current Safeguarding and Protecting Children training (valid for three years)
- Valid First Aid Certificate or willingness to gain an award during the training period

### **Knowledge and Experience**

- Knowledge of sitting, beach and indoor volleyball in England
- Knowledge of Volleyball England Equality and Diversity policy
- Knowledge of learning and coaching principles
- Experience of tutoring or assessing courses in sport
- Experience of working with adults (over 16 years)
- Up to date with contemporary coaching in England (CIMSPA, UK Coaching)

### **Skills**

- Able to create a positive and welcoming learning environment
- Able to model best practice in coaching methodology, actively involving coaches in the learning process throughout
- Good communication, presentation and interpersonal skills online and face to face
- Technologically literate
- Can establish and maintain good working relationships with learners, workforce colleagues and Volleyball England Hub staff

### **Other**

- Access to technology to deliver online courses and complete admin tasks
- A history of registering as a coach with Volleyball England
- Ability and willingness to travel