

## Tutor/Assessor Coach Award

### Role Purpose

Prepare, deliver, and assess Volleyball England Coach Award Courses to the agreed standard, utilising the guidance and supporting resources provided by Volleyball England. Tutors will support a cohort of learners from enrolment through to the practical assessment. The course duration is 8 months.

**Employment Status** self employed

**Fees** £400 which include 2 days practical delivery, 8 learner assessments, and introductory webinar

### 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 observe the relevant course policies and procedures

Liaise with verifiers for the purpose of course verification

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 and orientation as needed
- undertaking appropriate training and development opportunities to professionally develop
- the content of the eLearning modules
- acting on feedback arising from the quality assurance process

### Tutor Services

Planning the learning programme, such as:

- following the Volleyball England learning programme
- adapting the learning 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

Maintain accurate records, such as:

- assessments
- reasonable adjustments

Evaluate the learning programme, to include:

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

## Assessor Service

Carry out assessments following the course assessment specifications to include:

- correctly completing all course assessment documentation
- treating all learners equally and fairly without directly or indirectly excluding anyone
- providing objective feedback to the learner about performance and achievement and the next steps in their development

Evaluate assessment delivery, to include:

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

## Role Requirements

### Qualifications

Desirable Volleyball England Level 3 Award or equivalent

Appropriate teaching or tutoring qualification (minimum of a Level 3 Award in Delivering Learning – or equivalent)

Appropriate assessor qualification (minimum of a Level 3 Certificate in Assessing Vocational Achievement – or equivalent)

A recognised safeguarding qualification

A recognised first aid qualification

### Knowledge & Experience

Knowledge of volleyball in England

Knowledge of learning and coaching principles

Experience of tutoring or assessing courses in sport

Experience of working with adults (over 16 years)

Expertise in coaching sitting volleyball

Familiar with the Volleyball England Assistant Coach Award

### **Skills**

Able to manage and motivate groups with different abilities

Able to create a positive and welcoming learning environment

Able to model best practice in coaching methodology and actively involving coaches in the learning process throughout

Effective communication, presentation, and interpersonal skills

Can establish and maintain good working relationships with learners, workforce colleagues and Volleyball England staff

Able to manage each stage of the course, maintaining accurate records of learners' progress from induction to course completion

### **Attributes**

Growth mindset and willing to engage in self-reflection

Values continual professional development

Self-starter proactive and enthusiastic

### **Other**

Access to a laptop for use on courses to access google classroom, the learning platform

Complete the Sport Structures eLearning Modules

Volleyball England Coach member

Live in the UK