

Scope of Services

Sport Leader, UKCC Level 1 and 2 Tutors/assessors will prepare, deliver and assess the British and Welsh Gymnastics Education programmes to the agreed standard, utilising the guidance and supporting resources provided by British Gymnastics.

Fees

Sport Leaders - £100

UKCC Level 1 and 2 - £270 per day

Assessor Level 1 £40 per learner/Level 2 £57 per learner.

Please note no additional expenses will be included other than millage over 120 miles.

General Activity and Services:

1. Provide learners with an experience that promotes a positive professional image of Welsh Gymnastics
2. Fulfil Welsh Gymnastics administration requirements and procedures to include:
 - Accurately completing all relevant paperwork
 - communicating with the course organiser
 - meeting timescales
 - maintaining confidentiality
3. Promote and observe the relevant policies and procedures
4. Liaise with the internal and external verifiers for the purpose of course verification and support visits, as appropriate
5. 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.
6. Actively promote the concepts of equality in gymnastics
7. Maintain a Workforce Licence
8. Maintain up to date knowledge, to include:
 - attending training, workshops and other compulsory updates as required
 - identifying own learning and development needs
 - maintaining own personal development records
 - undertaking appropriate training and development opportunities to professionally develop
 - providing accurate and current information to learners for all programmes
 - acting on feedback from internal support visits and external verification visits

Assessor Services:

Carry out assessments in accordance with British and Welsh Gymnastics assessment specifications to include:

- correctly completing all British and Welsh Gymnastics 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 with the learner as appropriate

UKCC Tutor Services:

Plan the programme of learning to include:

- using the British Gymnastics learning programme and resources
- adapting the programme to meet the needs of the learners
- scheduling time for learner guidance and support

Deliver the programme of learning to an appropriate standard to include:

- ensuring all aspects of the British Gymnastics learning programme including specified aims and learning outcomes are covered through the programme
- using a variety of teaching methods to accommodate different learning needs, abilities and experience
- monitoring learners progress throughout the programme and providing feedback to assist learner development
- ensuring access to appropriate support materials and resources
- checking availability of physical resources
- actively involve learners in the learning process
- Maintain accurate records e.g. attendance registers

Evaluate the learning programme, to include:

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

UKCC Tutor/Assessor Requirements and Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Level 3 Gymnastics Coaching Award or have completed all discipline specific Level 3 Technical Modules and be in the process of completing the Level 3 Theory Module • British Gymnastics recognised Safeguarding and Protecting Children certificate 	<ul style="list-style-type: none"> • Appropriate teaching 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)
Knowledge and Experience	<ul style="list-style-type: none"> • Relevant coaching experience within the past 3 years • Knowledge of the hazards and risks associated with delivering activity in a gymnastics environment 	<ul style="list-style-type: none"> • Knowledge of equality and diversity and how to incorporate equal opportunity into course delivery Experience of working with adults (over 16 years) • Knowledge of quality assurance mechanisms used within the education sector
Skills and competencies	<ul style="list-style-type: none"> • Be able to communicate with a diverse audience • Be able to organise and deliver a training programme or similar event • Can establish and maintain a good working relationship with learners, workforce colleagues and WG staff 	<p>Can follow instructions and procedures</p> <p>Technologically literate</p>
Attributes	<ul style="list-style-type: none"> • Values continual professional development • Growth mind-set and willingness to engage in self-reflection • Can concentrate for long periods of time whilst being the focal point of attention Flexible and able to adapt to the pace of change in coach education 	
Other	<ul style="list-style-type: none"> • Availability to deliver courses once trained 	<ul style="list-style-type: none"> • Ability and willingness to travel