



Cardiff  
Metropolitan  
University

Prifysgol  
Metropolitan  
Caerdydd

## JOB DESCRIPTION

**Job Title:** Associate Tutor in Performance (Basketball)

**School:** Cardiff School of Sport and Health Sciences

**Salary:** £45.88 per hour plus 18% holiday pay

### Role Summary:

The Associate Tutor will be required to teach and assess students in the area of either Basketball, Athletics and/or Netball. These activities are part of practical lectures delivered across a range of applied practical modules on the undergraduate programmes (Sport Coaching, Sport PE and Health and Sport Performance Analysis).

### Role Description:

All candidates should have the ability to teach and demonstrate, have an excellent technical and tactical knowledge of the relevant sport. Candidates must also have a significant understanding of the professional nature of their sport and be able to communicate this with clarity, and enthusiasm to undergraduate students.

### Principle Duties and Responsibilities

1. To obtain and be familiar with relevant course documents which give information related to the aims and operation of the course, including the syllabus, methods of assessment, preferred teaching methods, information needed by students, course dates and times, etc.
2. To liaise with members of the programme team, as appropriate, in order to understand requirements, coordinate plans and administrative actions and to discuss changes.
3. To prepare effective course material which will fulfil the aims of the course, including enhancement of the learning experience through a student-centred approach.
4. To attend and deliver sessions as agreed, lecturing, leading discussions and otherwise providing guidance and advice and promoting learning, as required.
5. To prepare and mark, as required, any related written work, studio work, class work and examination papers, within the appropriate assessment procedures.

6. To provide constructive and timely feedback to students on their progress.
7. To keep such records of assessment and attendance as the university requires.
8. To observe class opening and closing times strictly.
9. To ensure that the Programme Director/Leader and the class are informed of their absence, where this is unavoidable, as far in advance as possible.
10. To provide, where appropriate, a course/work plan, set of objectives and reading lists to students.
11. To attend meetings, induction and development sessions as required.

### ***Standard Notification***

**These guidelines are provided to assist you in the performance of your role. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated tasks are likely to be performed as directed by the line manager.**

**The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, People Services and Health and Safety policies and procedures.**



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**PERSON SPECIFICATION**

Post: Associate Tutor (Basketball, Athletics and Netball)

Unit/School: *School of Sport and Health Sciences*

**\*Key**

A - Application form

I - Interview

P/T - Presentation/

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T*
<b>Education and Qualifications (Essential)</b>	A good honours degree and / or equivalent professional qualification.	✓		
	Ability to achieve Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.	✓		
	Minimum Level 2 Coaching qualification (or equivalent) in either Basketball.	✓	✓	
<b>Education and Qualifications (Desirable)</b>	A good Masters and / or equivalent professional qualification.	✓		
	Doctorate or equivalent research experience.	✓		
	Fellow Status as part of the Higher Education Academy's Professional Recognition scheme.	✓		
	Membership of a professional body.	✓		
	IAPS & CTS 1 <sup>st</sup> for Sport or equivalent	✓	✓	

<b>Knowledge (Essential)</b>	A good level of knowledge relevant to the subject and professional area.	✓	✓	
	A working knowledge of relevant sport specific NGB curriculum and/or coach development guidance.	✓		
	Evidence of undertaking continuous professional development (CPD).		✓	
	A sound understanding of pedagogy.		✓	
	An in depth technical and tactical knowledge of the relevant sport (Basketball, Athletics and/or Netball)		✓	
<b>Skills and Abilities relating to role (Essential)</b>	Ability to design teaching and learning material.	✓	✓	
	Ability to employ appropriate assessment methods.	✓	✓	
	Ability to undertake administrative duties in an accurate and timely fashion.		✓	
	Ability to plan workloads.	✓		
	Ability to identify areas for improvement and to use initiative and problem-solving skills to improve performance.	✓	✓	
	Ability to engage with and use electronic medium and systems for delivery and assessment.		✓	
	Ability to communicate and disseminate complex and conceptual ideas in a variety of ways – presentations, reports, learning materials.	✓		
	Ability to develop productive working relationships as part of a professional team.	✓	✓	

<b>Experience paid / unpaid (Desirable)</b>	Experience of teaching.  Experience of coaching within the relevant activity.  Experience of coach education.  Experience of past playing performance – minimum National League	✓  ✓  ✓  ✓	  ✓  ✓	
<b>Other Requirements (Essential)</b>	Ability to demonstrate a commitment to Equality and Diversity, Health and Safety, Quality Standards.		✓	
<b>Other Requirements (Desirable)</b>				
<b>Welsh Language Skills</b>  <b>Listening Desirable</b>	<u>Listening, Reading, Speaking, Writing</u>  <b>C2 - Master user</b> Can communicate fluently on complex and specialist matters in Welsh.	✓	✓	