

## JOB DESCRIPTION

<b>Post:</b>	Sports Academy Facilitator
<b>Responsible to:</b>	Head of Faculty – Sport, Education, Health & Social Care
<b>Salary:</b>	£12.21 per hour Fixed Point 18 Part time (primarily weekday afternoons/evenings; occasional weekends)
<b>Conditions of Service:</b>	Truro and Penwith College conditions of service
<b>Main Purpose of Job:</b>	<p>To provide high-quality support for Sports Academy students, enabling participation in fixtures, tournaments, and events across the UK.</p> <p>The post holder will assist in the organisation and delivery of academy activities, ensuring the safety, wellbeing, and positive engagement of students, while representing the College in a professional manner.</p> <p>The post holder will contribute to the smooth running of sports transport operations and act as a responsible adult presence during student journeys.</p>

## Specific Duties:

Support Sports Academy students and staff during fixtures, events, and competitions.

Carry out vehicle safety checks and basic maintenance (fuel, oil, tyre pressure, etc.) before each journey.

To keep minibuses clean and tidy and liaise with the Operations Team as required.

Ensure students are collected and dropped off safely and in a timely manner.

Ensure students are supervised appropriately and that safeguarding, health and safety, and wellbeing requirements are always met.

Maintain high standards of driving and adhere to all relevant driving laws and college policies.

Liaise with sports staff regarding fixture schedules and travel logistics.

Maintain accurate mileage and journey records as required.

Promote and ensure student safety and positive behaviour during transport.

Report any incidents, accidents, or vehicle defects promptly to the Head of Faculty or relevant staff.

Always represent the college in a professional and approachable manner.

Undertake any training required for the role (e.g., safeguarding, first aid, MIDAS if applicable).

Promote positive behaviour, teamwork, and respect among students.

Represent the College in a professional, supportive, and approachable manner.

## General Requirements:

As a member of staff, the post-holder will be required to further the agreed aims of the College by participating

fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To always maintain the highest standards of professional behaviour (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

## PERSON SPECIFICATION

### Sports Academy Facilitator

This post would suit someone with the following skills and experience:

#### Essential:

- Good interpersonal and communication skills
- Reliable, punctual, and flexible approach
- Excellent time management and route planning skills
- Understanding of health & safety and safeguarding responsibilities
- Ability to carry out basic vehicle safety checks
- Full UK driving licence with D1 entitlement
- Clean driving record
- Minimum 2 years' driving experience
- First Aid Qualification (or willingness to undertake)

#### Desirable:

- Experience working with young people (ages 16–19)
- Interest in sport and supporting young people in education
- MIDAS or equivalent minibus driving qualification

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

# THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

## OUR AMBITIONS

### LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

### REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

### GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

## OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

### WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

### ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

### ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

### RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.