



JOB INFORMATION PACK

Maternity Cover

Post-16 Tutor at Mansfield Town
Community Trust Sports College





OUR VISION

Our vision is to inspire and impact on our people and communities through the work and programmes delivered by the Trust.

OUR MISSION STATEMENT

To impact, inspire and support people throughout our communities using the influence of football, sport and community backed by the brand of Mansfield Town Football Club.

OUR VALUES

Inspiring – Ensuring our work inspires everyone to fulfil their potential.

Proud – The trust take pride in wearing the MTFC badge and the power it can have in positively impacting people.

Passionate – Passionate about supporting people in our communities.

Inclusive – Every individual we engage with can be supported towards their goals and potential.



JOB VACANCY

Maternity Cover Post-16 Tutor

JOB TITLE: Post-16 Tutor (maternity cover)

REPORTS TO: CEO / Board of Trustees

SALARY: £28,485

CONTRACT TYPE: Full time - 6 months

START DATE: 10/11/2025

END DATE: 11/05/2026

HOURS: Your normal hours of work are 32 hours per week with a 30 minute unpaid break each day to be worked from 8.30 am to 4.30 pm Monday to Friday, excluding Wednesdays. You may be required to work additional hours which are usual expectations within a Teaching post, including, but not exclusive to, planning and assessment.

JOB PURPOSE: A Post-16 Tutor helps students aged 16+ achieve their academic goals by providing personalised support, guidance and instruction. You will also be supporting recruitment for the next academic year and maintaining strong relationships with the schools and Community Trust we support.

A Post-16 Tutor will have the knowledge and experience of providing education and motivate the students by setting realistic goals, offering encouragement and connecting sport skills to academic success.





ROLE SPECIFIC RESPONSIBILITIES

Main Duties and Responsibilities

- As the Lead Tutor for Post-16 Education, you will provide a first-class education programme for learners enrolled on the BTEC & NCFE provisions offered by the Community Trust.
- You will also support the department with ideas for growth and the recruitment of new learners for future cohorts.
- In the role, you will be able to provide strong leadership for your learners and ensure the delivery of a high-quality provision across the programme to support academic development of the learners enrolled at Mansfield Town Community Trust Sports College.
- As per the agreement laid out by the LFE (League Football Education), Tutors will utilise the EMS System, on which they will conduct assessment on learner work in a 10-day window, following submission.
- Report to the Head of Education and your Designated Safeguarding Lead all concerns you have regarding any learners enrolled on the provision, at your nearest convenience.



ROLE SPECIFIC RESPONSIBILITIES

Behaviour and Conduct

The post holder is required to:

- Present a professional image of MTCT, wearing officially branded kit when appropriate.
- Consistently demonstrate high standards of behaviour and appearance and encourage the same from all staff members.
- Be respectful of others at all times and to behave in a non-discriminatory manner, taking account of all protected characteristics as specified in the Equality Act.
- Follow information presented within the staff handbook and MTCT policies

Additional Information

MTCT is committed to safeguarding, promoting the welfare of children, young people and vulnerable adults, we expect all staff, volunteers and trustees to share this commitment. As such, this post is exempt from the rehabilitation of Offenders Act and the applicant must disclose all previous convictions including spent convictions.

Training must be refreshed regularly in line with any updates or changes to guidance. You are generally recommended to receive accredited, enhanced training each year as required to keep your knowledge up to date.



PERSON SPECIFICATION

Essential:

- Understanding of safeguarding procedures within Education
- Qualified Teacher Status(QTS) or PGCE
- Classroom and behaviour management
- Teaching experience
- DBS Check

Desirable:

- Experience working with Post-16 students in sport
- Knowledge of the BTEC Curriculum/ University curriculum



HOW TO APPLY

Please send a **CV** and **covering letter**, outlining your suitability for the role to melissa.styles@mansfieldtownct.net and elspeth.wilkins-campbell@mansfieldtownct.net by **Friday 3rd October 2025**.

For an informal discussion about the role, please contact melissa.styles@mansfieldtownct.net.





MANSFIELD TOWN COMMUNITY TRUST

www.mansfieldtownct.net

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Mansfield Town Community Trust

Company No. 06538187
Registered Charity No. 1124621