

About Us

We are a sport consultancy and education and training provider and have been working in the sector since 2002. We have two companies – Sport Structures Limited and Sport Structures Community Interest Company (CIC). Both companies work together to provide an excellent service and the remit of the CIC is to re-invest back into sport. We pride ourselves on being a company with a social conscience. Our vision is to:

Transform sport and physical activity through empowering and inspiring people.

We work with a range of organisations from National Sport Organisations, National Governing Bodies of Sport, Universities and community sport organisations, along with individuals who access our training. These include apprentices, volunteers, coaches and the professional workforce. We have a number of [landmark projects](#) that have shaped us as an organisation and we are proud to have won a [number of awards](#) over the years. Our mission is to:

Provide solutions that add value and drive positive change, reflecting the diverse needs of sport and physical activity.

We hold our values very highly in reflecting how we operate:

- ***Passion, Integrity, Excellence, Togetherness.***

Job Summary

The Equine Apprenticeship Tutor role is an exciting opportunity to work with and develop British Dressage Apprentices.

Sport Structures and British Dressage are seeking dedicated and knowledgeable Equine Apprenticeship Tutors to join our expanding British Dressage apprenticeship program. This role involves providing high-quality education and training to aspiring equine professionals, with a focus on British Dressage standards. The successful candidates will be responsible for a caseload of learners who will be supported from onboarding and enrolment through to end-point assessment; delivering practical and theoretical lessons, assessing learner progress, and ensuring the highest standards of equine education.

Tutors will be expected to deliver individual sessions to enrolled British Dressage Apprentices approximately two hours per month for delivery of workshops and one hour per month one-to-one support as well as marking and support as required. There will be a requirement to complete mandatory training and to understand company policies and procedures before any training can commence. Information will be provided by the Sports Structures HR Team.

Job title:	Equine Apprenticeship Tutor
Contractual basis:	Self-employed
Payment terms:	Payment of £100 per learner per month with top up payment of £150 for face-to-face observational visits, where a minimum of 5 hours onsite will be required. Expenses for any travel will also be reimbursed.
Persons responsible to:	Apprenticeship Programme Manager
Working hours:	To be agreed based on cohort and learner requirements.
Location:	Home-based. Required to attend training and development sessions at Sport Structures and/or British Dressage offices periodically.
Job closing date:	Ongoing

Duties and Responsibilities:

1. **Delivery:** To deliver and assess high quality learning across various locations using the British Dressage Apprenticeship Programme curriculum and learning programmes, tailoring delivery based on learner needs and experiences.
2. **Learning design and development:** To support and develop curriculum and learning programmes, considering formats of learning, in line with course and qualification requirements and to adapt teaching methods to accommodate learners of varying abilities and backgrounds.
3. **Regulation and compliance:** Adhere to all Sport Structure's policies and procedures as well as Department for Education, Ofsted, End Point Assessment Organisations, Awarding Bodies and any other funder's requirements.
4. **Assessment and feedback:** Provide constructive feedback and mark apprentice work in a timely manner.
5. **Progress reviews:** Conduct regular progress reviews to track progress effectively and work collaboratively to identify and implement actions plans where required.
6. **Course achievement:** To work with and support learners to achieve the course outcomes identified and to challenge them positively to fulfil their potential.
7. **Positive learning environment:** To create an interactive, positive, safe and supportive learning environments in line with the culture of Sport Structures and British Dressage.
8. **Use of technology for learning:** To utilise online tools and technologies, including effective use of the e-portfolio, to enhance the learner experience.
9. **Information, advice and guidance (IAG):** To provide appropriate IAG at all stages of learning including at course completion to encourage and enable learners to continue progressing and developing.
10. **Continuous improvement:** To continually monitor, analyse and evaluate all sessions in order to

adapt and improve on previous delivery based on feedback from the quality assurance process.

11. Relationship management and development: To effectively communicate and develop positive relationships with learners, employers, partners and colleagues.
12. Apprenticeship funding rules compliance and administration: To ensure efficient and accurate completion of paperwork and administration requirements.
13. Training and development: To attend and contribute to standardisation and continual professional development days when required and seek appropriate training and development opportunities which includes occupational competency.
14. Equality and diversity: To promote equality, diversity and social inclusion issues throughout all of Sport Structures work promoting a positive approach to the work environment and partner relationships. To personally act as an exemplar on these issues.
15. Health and safety: To ensure the health, safety and welfare of employees and the public by complying with the appropriate health and safety policies, organisations and arrangements and the employment of safe working practices and risk assessment and management and to comply with the No Smoking policy.
16. Other duties: To undertake other duties, as appropriate, to achieve the objectives of the post, and to assist the organisation in the fulfilment of its overall objectives, commensurate with the post holder's salary, grade, abilities and aptitude.

Person Specification

Our company is underpinned by highly motivated people who share enthusiasm for their work. We recruit individuals whose honesty, integrity, initiative, and creative approach to problem solving shines through. An inspiration to your colleagues, you'll have passion and a commitment to getting things done while always placing the 'learner' at the center of everything you do. Above all you must demonstrate the following qualities, skills and experience:

Experience	Essential (E)/ Desirable (D)	Assessment method
Experience of delivering training in a range of environments, formats and to a range of learners and specifically a proven experience in equine education and training	E	AP/I
Experience of supporting with the development of curriculum and learning programmes	E	AP/I
A minimum of 10 years' experience in dressage	E	AP/I
Experience of work based and simulated assessment	E	AP/I
Experience of supporting learners to achieve course / qualification outcomes	E	AP/I
Experience of working with awarding organisations	D	AP/I
Experience of and proficient in using learner management systems, e-portfolios and online learning platforms	D	AP/I
Strong experience and understanding of technology including Microsoft Office	E	AP/I
Skills & Abilities		
A suitable role model for young professionals and young riders	E	AP/I
Empathetic with young people and enjoy working with learners of all ages	E	AP/I
Excellent interpersonal and communication skills	E	AP/I
Ability to work effectively under pressure, working to deadlines, and prioritising effectively	E	AP/I
A flexible and proactive approach to problem solving	E	AP/I
Ability to deliver learning in a facilitative style enabling learners to self-discover learning	E	AP/I/O
Ability to deliver in different environments, including face-to-face groups and individuals as well as (virtually) online, using (in) virtual classrooms	E	AP/I
Ability to work in a confidential manner	E	AP/I
Ability to work independently and as part of a team	E	AP/I
Ability to manage a group effectively and engage others creating a positive learning environment	E	AP/I
Ability to communicate effectively with a wide range of people using various approaches to learning and different types of media. Must have excellent presentation skills and have the ability to write and speak in plain English	E	AP/I
Ability to make effective decisions of a learner's performance and identify potential pathways for development	E	AP/I
Commitment to continual professional development	E	AP/I

Knowledge and understanding		
An understanding of apprenticeship standards, qualifications and non-regulated training	E	AP/I
Have up-to-date working knowledge and experience of best practice in assessment, quality assurance and tutoring	E	AP/I
Have a good working knowledge of prevent, safeguarding, health and safety, British values and equality and diversity with the ability to effectively embed those into tutoring practice	D	AP/I
Have a working knowledge of OFSTED, ESFA, EPAO and Awarding Organisation requirements	D	AP/I
Knowledge of the most up-to-date practices and approaches in the relevant subject area	E	AP/I
Qualifications		
Hold an appropriate teaching or tutoring qualification or be willing to complete one	E	AP/I
Be a current member of British Dressage	E	AP/I
Be a British Dressage Accredited Coach	E	AP/I
Hold an appropriate assessing qualification or be willing to complete one	E	AP/I
Hold a recognised quality assurance qualification	D	AP/I
To hold a valid safeguarding training certificate (e.g. British Dressage, NSPCC, UK Coaching), DBS and First Aid	E	AP/I
AP – Application process, I – Interview, R – Reference, O – Observation		

The interview panel will determine the priorities of the elements of the person specification. We are committed to a policy of equal opportunity for all. Our aim is to have a diverse workforce and welcome applicants from all suitably qualified individuals. To request a copy of our Equality and Diversity Policy, please contact us.

There is an expectation for the applicant to have a clean Disclosure and Barring Service (DBS) certificate. The applicant will also have responsibility for safeguarding the welfare of children and adults.

Please apply for the role, please submit:

- A job application form which can be found via our website <https://www.sportstructures.com/about-us/join-our-team/>
- A CV outlining your work experience, skills, training and identify a minimum of 2 referees.
- A covering letter to describe how your skills, knowledge and experience meet the requirements of the position.

Applications **without** the above documents, will **not** be considered. Applications should be submitted to: HR@sportstructures.com

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