

Sports Teacher (FTE 0.5)

Job specification pack



Welcome to Big Creative Academy

Big Creative Academy (BCA) is a specialist creative arts college for 16-19 year olds based in Walthamstow, E17.

Our intent is to provide young creatives from diverse backgrounds with the entrepreneurial skills and academic knowledge to have a powerful impact in the creative industries.

Through access to higher education and the development of cultural capital we will provide students with the attitude and resilience to succeed.



As an organisation we provide a supportive, developmental environment with a creative and innovative approach to education. Choosing to work for BCA will enable you to be part of a successful organisation that offer a good work-life balance to all employees, which includes a flexible working approach, a friendly, positive and purposeful working environment, and plenty of opportunities for social interaction between colleagues. We are a values-led organisation, award-

winning in equality, diversity, and inclusion and a best practice college for LGBTQ+. We work with integrity and passion, and are fiercely committed to creating a truly meaningful work environment, where individuals are empowered with the tools, technology, and training to unleash their full potential.

This is an exciting time to join BCA. We moved into our £21m new building in January 2021 with all new industry-standard studios and equipment. We are expanding to launch the new Fashion Futures Studio in September 2023.

We have 440 young people per year enrolled onto our Level 3 vocational programmes, and learners take qualifications in maths and English if needed.

We have a job centre on site for learners and a sister organisation, Big Creative Training, offering apprenticeships. Progression outcomes for students are filling local skills needs for a growing creative arts sector.

Most of our staff are dual practitioners, teaching their professional craft. This makes BCA an innovative environment in which to work. Together with our industry ambassadors and patron, Emeli Sande, all our programmes are industry led and forward thinking.

Benefits of working for BCA

- Flexible Fridays, half day, to provide work-life balance
- Employee assistance programme
- Research-based professional development
- Supportive, caring and developmental environment with full staff wellbeing programme
- Excellent career development opportunities and performance recognition
- Staff social events



Sacha Corcoran, MBE (Principal)

I'm really proud of the team at Big Creative Academy all working together to provide the best education possible for our learners. Our values are incredibly important to us and we look forward to welcoming you into the Big Creative family.

– Kindness – Respect – Inclusivity – Authenticity – Integrity –

What our learners and graduates say...

96% of learners at BCA say their overall experience is good. Here's what they had to say...

"The teachers always find time to help."

"I love the small class sizes, and the fun environment created."

"I get to do something I love with other people who have the same interests as me."



Not only did the college give us the tools and knowledge to succeed, they prepared us for life as creatives of the future.

Georgia



If it wasn't for BCA there's no way I would have become the person I am today. Thanks for helping me find myself!"

Amani

Job Description & Person Specification

Post Title: Sports Teacher (FTE 0.5)

• Salary:

- £15,500 – £17,000 pro rata (equivalent to £31,000 - £34,000 FTE) (without Qualified Teacher Status)
- £17,000 - £19,000 pro rata (equivalent to £34,000 - £38,000 FTE) (with Qualified Teacher Status)

• Fixed Term until 8th July 2026

• Start Date: 4th January 2026

• Working Days- Wednesday-Friday

• Reporting to: Head of Curriculum (Performing Arts)

• Location: Big Creative Academy, Clifton Avenue, E17 6HL

Purpose of the role:

To plan, deliver and assess NCFE and BTEC programmes within the Health, Fitness and Sports curriculum area, ensuring high-quality teaching, learning and assessment. The postholder will also provide effective tutorial support and guidance to learners to help them achieve their full potential.

Job Description

Principal Accountabilities:

- Plan, prepare and deliver engaging and effective teaching, learning and assessment for Level 3 Health, Fitness and Sports programmes.
- Provide pastoral and academic support to students through a personal tutor role, promoting their wellbeing, progress and achievement.
- Assist learners and staff in the effective use and management of the Health and Fitness suite and gym facilities, ensuring a safe, supportive and professional environment.

Key Tasks:

- Plan course delivery in line with study programme requirements
- Provides pastoral support to students.
- Arranges, monitors and supervises learners on study programmes, educational visits and field trips
- Plans and prepares for inspections, Moderator reports and visits.
- Assesses students, including formative and summative assessments, internal verification and supervision of assessments.
- Maintains and provides records and statistical checks in relation to own teaching and across courses, including enrolment checks, attendance records and the like.

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- As part of the course team, the tutor acts as the main point of contact for students within a particular year group or course cohort. The tutor's key responsibilities include:
 1. Supporting the induction of new students.
 2. Providing educational and welfare guidance.
 3. Assisting students in developing and reviewing individual action plans.
 4. Monitoring attendance, following up absences, and tracking academic progress.
 5. Supporting the maintenance of student discipline in line with the Academy's disciplinary procedures.
 6. Conducting student exit interviews.
 7. Completing required administrative tasks and reports, including destination records.
 8. Writing student references and other relevant documentation.

Additional Duties and Responsibilities

- Contribute to the promotion and publicity of courses.
- Assist in planning, developing, and improving courses and learning materials.
- Participate as an active member of course teams, contributing to employer liaison (where appropriate), maintaining standards, reviewing and evaluating provision, and engaging in joint action planning.
- Provide advice and guidance to prospective students, including interviews and APL (Accreditation of Prior Learning) work.
- Support student enrolment and induction activities.
- Plan and manage the effective use of resources required to deliver high-quality learning experiences.
- Promote and uphold all Academy policies, particularly those relating to health and safety, equality of opportunity, student behaviour, and safeguarding of young people and vulnerable adults.
- Participate in Academy programmes of staff appraisal and continuing professional development (CPD).
- Develop and maintain effective working relationships internally and with external partners.
- Uphold and actively always promote the Academy's values.

Other Duties and Responsibilities:

- To carry out all duties in accordance with the Academy's Health and Safety, Safeguarding & Equality & Diversity policies and procedures, practices and procedures.
- To carry out any other duties as directed by the Line Manager.
- To take part in staff development as appropriate.
- To take part in the Academy's Professional Development Review process.
- To work as part of a team and to ensure effective working relations with all members of the academy community.
- To support the aims and objectives of the academy.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/Competencies	-Degree (or equivalent) in a relevant field such as Sports Coaching, Sports Science, Sports Management, or Health and Fitness.	<ul style="list-style-type: none"> - Coaching certification from a recognised body. - Qualified Teacher Status (QTS).
Relevant Experience	<ul style="list-style-type: none"> - Proven ability to deliver consistently high-quality teaching, learning, and assessment. - Experience teaching the 16–19 age group. - Track record of developing and delivering engaging learning experiences. - Experience supporting the pastoral care, achievement, and attendance of students. 	<ul style="list-style-type: none"> - Experience in quality assurance. - Professional experience in the Sports or Coaching industry.
Knowledge	<ul style="list-style-type: none"> - Strong understanding of BTEC and NCFE Level 3 Sports Studies specifications. - Awareness of the needs and challenges of 16–19-year-old learners, including those from diverse or disadvantaged backgrounds. - Commitment to safeguarding young people and vulnerable adults. - Ability to build and maintain appropriate professional relationships and boundaries. - Emotional resilience in managing challenging behaviours and maintaining discipline. 	- Understanding of key principles in Health, Fitness, and Sport.
Skills/Ability	<ul style="list-style-type: none"> - Ability to teach across subject areas such as Health, Fitness, Nutrition, Skills Acquisition, Sports Injuries, and Sports Development. - Ability to provide effective learning and tutorial support. - Strong planning, organisation, IT, and administrative skills. - Excellent oral and written communication skills. - Ability to work independently and collaboratively. - Ability to promote and recruit for courses. 	- Specialist skills in practical sports areas.
Personal Skills	<ul style="list-style-type: none"> - Enthusiastic and motivated. - Hard-working and proactive. - Flexible and adaptable to change. - Capable of taking initiative and implementing improvements. 	

How to apply

You must be eligible to work in the UK and possess a UK work permit if you need one. For an informal conversation about the role please call reception on 0208 498 3300 and ask for the person whom the post reports to.

To apply you must complete the application form found at www.bigcreative.education/bca-jobs by 5pm Wednesday 3rd July.

Safeguarding

BCA operates safer recruitment practice in accordance with Keeping Children Safe in Education regulations. Please expect the highest level of scrutiny and background checks. Appointments are subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. New members of staff cannot start their positions until these documents are in place.

Warner Interviews

As a values led organisation, we conduct Warner interviews as part of our recruitment process. These are designed to help us understand your own values and motivation for working with the specific cohort of young people we serve. We recommend that you research this interview technique should you be invited to attend an interview.



What our staff say...



I like the progressive nature of the college and how we are always looking to expand and offer a more rounded experience for the learners.

The best part of my role is being able to make a positive difference to the lives of many, supporting our young people in seeing their potential.

There is fantastic communication between members of staff and the management team.

I feel supported and encouraged in my role, inspired to continue working to deliver high quality and engaging material.

The staff get on well with each other and work together positively to benefit the organisation.

Lovely working environment with a supportive team and great students.

What we do, individually, and overall, makes a huge impact on the lives of these young people and empowers them.

I like the collaborative culture and genuine care for staff, with time and energy invested.

BCA is a small organisation with a big heart and a great mission to develop learners from disadvantaged communities.

I am trusted by my manager to use initiative and develop my area as I see fit. I feel trusted and valued in my ideas and opinions.

The environment at BCA is a huge stand out to me. The staff are diverse so it makes me feel very comfortable at work.

The absolutely fantastic team of staff that I work with – we all come from different walks of life yet share the same creative interests and goals in improving learner's experience and their lives in general.

The community feel to our college is second to none.



To find out more about BCA and our approach to education please visit <http://www.bigcreative.education/>

Big Creative Academy was rated “outstanding” by Ofsted at our last inspection.

[Read the full report >](#)

Useful links

[BCE promo video >](#)

Socials

[Insta @we.are.bce](#)

[Twitter: @we.are.bce](#)



BCA is an equal opportunities employer and positively welcomes applications from all sections of the community. We are committed to safeguarding all learners enrolled on our programmes and appointment of successful applicants will be subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check.

bigcreative.education

