
YEOVIL COLLEGE – JOB DESCRIPTION

Job Title: Sport & UPS Lecturer / Sport Assistant

Department: Sports and Protective Services

Responsible to: Curriculum Leader, Sport and Protective Services

Hours: 37 hours per week, all year round

Salary: £26,129 - £32,114 depending on skills and experience

This role will be offered on a split salary as follows:

Sport Assistant – 18.5 hours per week – £26,129 FTE [YC6.1]

Sport & UPS Lecturer – 18.5 hours per week £26,864- £32,114 FTE
[YCL3.1 – YCL3.6] depending on skills and experience

Date of Issue: September 2026

1. Job Purpose

- To be responsible for teaching, learning and assessment delivery on a range of study programmes in the area of Sport and Uniformed Protective Services. If required will also include the opportunity to undertake a teaching qualification;
- Plan, deliver and assess value added curriculum across Sport and Protective Services curriculum;
- To ensure a wide range of cross-college sports activities are available for students to take part in;
- To drive up weekly student sports participation in Sport Enrichment provision.

2. Key Roles & Accountabilities

- Design and plan the delivery of components of course/programme within parameters agreed with your course/programme managers across the department;
- Working with your Curriculum Leader and course team, contribute to the setting, achievement and systematic review of objectives to improve the learning experience;
- Contribute to the setting and monitoring of learner targets, including personal targets and course specific success rates;
- Supervise and assist students in individual practical work if appropriate to your subject area;
- Deliver and coach a range of college wide sport enrichment activities, including weekly training sessions and fixtures;
- Delivery and assessment of Sports Leaders qualifications (L2 & L3) as part of Sport YC Value Added programme;
- Maintain cleanliness of sports facilities, including gym, sports hall, changing and

- reception areas;
- Ensure facilities are ready for curricular use, including checking readiness of all equipment;
- Ensure the gym is accessible to learners throughout the week. Including overseeing student memberships;
- Support the department with cover and supervision of learners as required;
- Act as department health and safety co-ordinator for Sport and Protective Services as necessary;
- Access and coordinate the implementation of NGB participation programmes/offers for FE students;
- Support the delivery of Duke of Edinburgh as part of college wide enrichment programme;
- Access programme opportunities available through Sport England, County Sport Partnership Network and AoC Sport Strategy;
- Administrate AoC Sport, NGB and other college sport competitions, including communicating with opposition, match officials and facility hirers;
- Ensure that your students comply with relevant health and safety procedures and maintain appropriate levels of conduct;
- Ensure that you understand and actively promote equality of opportunity for all including; students, parents, staff, employers, visitors, suppliers;
- Conduct yourself in a manner that shows respect for others and is within college policy with particular reference to Health and Safety policy and procedures and Equality and Diversity policies;
- Be an advocate /champion for sport and fitness development within the college;
- To teach/cover across subject areas as required to do so by CAM within the relevant curriculum area;
- Undertake other duties, which may arise from time to time in line with the general purpose of the post.

3. Other Duties

The Post Holder may be required to perform duties other than those given in the Job Description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post will be eligible for re-evaluation.

To participate in the College appraisal system and take responsibility for your own personal development.

4. Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

5. Equal Opportunities

The College is committed to a policy of equal opportunities and all staff are encouraged to play their part in implementing the following College statement:

Yeovil College is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race,

nationality, ethnic or national origins, sex, marital status including civil partnership, disability, age, sexual orientation, faith or belief, transgender, pregnancy and maternity, responsibility for dependants, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equality of opportunity and, where appropriate special training, to progress within the organisation. The College is committed to a programme of action to make this policy fully effective and actively advances Equality of Opportunity.

6. Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term 'safeguarding children and young people' embraces both child protection and a preventative approach to keeping young people safe. 'Safeguarding' therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College.

Yeovil College – Person Specification

Post: Sport & UPS Lecturer / Sport Assistant

	Essential	Desirable
Previous Experience	• Ability to communicate and present to groups of people • Ability to assist and lead groups of people. • Taking part in sport or health related activity	• Working within a sports related environment • Proven ability to promote health, well-being and sport to young people. • Experience of teaching and delivering within the area of Sport and Uniformed Services.
Qualifications	• Sport related qualifications at L3 and above • A willingness to undertake a teaching qualification up to Level 5 if a teaching qualification is not already held. • GCSE at grade C Maths and English or Level 1/2 Functional Skill equivalent.	• Degree in sport, sport science, sport coaching, strength and conditioning or equivalent in related subject • Teaching qualifications (or willingness to work towards) • Level 2 Fitness/Gym Instructing, or willing to work towards • Duke of Edinburgh's Award Expedition Skills (DES), or willing to work towards
Personal Attributes	• Good interpersonal skills, shown through your ability to communicate clearly with students, staff and others; • Able to work accurately under pressure; • Well organised, systematic approach to work; • Able to use your initiative; • Flexible approach to workload; • Confident in dealing with difficult and awkward situations; • High expectations of self and students	

Equality and diversity	• Understanding of equality and diversity in a learning environment; • Ability to promote learning and opportunity for all	
General	• Able to be flexible in relation to working hours which might include weekends, evenings and college holiday periods from time to time	• Drivers licence • Minibus driver
Ability to demonstrate the College values	• Aspirational – High ambition, expectation, and effort. • Collaborative – In it together. • Exceptional –Innovative and enterprising. • Team YC – Doing amazing things.	

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills, or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates' ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our 'statement on the recruitment of ex offenders'.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy 2016. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code of Practice for Disclosure and Barring Service Nov 15.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf)