

England Athletics Tutor Development Transcript Matrix

THEME	COMPETENCE Facilitators must show they are able to:	EFFECTIVE	HIGHLY EFFECTIVE	OUTSTANDING
Self-Awareness	Demonstrate an understanding of the reflective process required of all tutors.	Answers “what went well?”, “what went less well?” and “what would do differently?” (or similar), upon questioning from lead tutor.	Answers “what went well?”, “what went less well?” and “what would do differently?” (or similar), without the need for prompting from lead tutor.	As HE plus facilitates the reflective process within others, including candidates and co-tutors.
	Be open to positive and critical feedback and seeks clarification when necessary	Engages with review process at the end of course. Listens to and accepts feedback.	Actively seeks the review process at various points throughout the delivery. Listens to and accepts feedback.	As HE plus facilitates the reflective process within others, including candidates and co-tutors.
	Deliver sessions with confidence within time allocated	Presents directly to learners, whilst being guided by notes. Keeps to time.	Presents to learners, without reading from notes. Keeps to time.	As HE plus ability to deviate from notes whilst still hitting the key learning objectives, as and when the course / participants require.
Self-Management	Adopt appropriate interventions within challenging circumstances	Identifies the need for interventions and implements plan, led by Lead Tutor.	Identifies the need for interventions and leads on the implementation of a plan.	As HE plus facilitates interventions from other tutors, helping to develop co-tutors understanding.
	Set measurable and challenging goals for own development	Sets Goals for tutoring and agreed prior to the course. Revisits these at the end of the day.	Sets SMART Goals for tutoring and agrees these prior to the course. Revisits these at regular points throughout the day without prompts from co-tutor.	As HE plus works with other tutors to set others’ measurable and challenging goals prior to the course. Checks these have been achieved throughout and upon completion of the course.
Social Awareness	Accurately read verbal and non-verbal cues to understand learners’ needs	Observes both verbal and non-verbal cues and discusses interventions with co-tutor.	Observes both verbal and non-verbal cues and decides upon appropriate interventions with co-tutor.	As HE plus encourages co-tutors to read verbal and non-verbal cues.
	Understand the coach's own environment and use this to promote learning	Asks about coach’s own environment and makes occasional reference throughout the course. Uses the workbook tasks to help coach’s self-reflection.	Asks about coach’s own environment and makes regular and conscious reference throughout the course. Uses the workbook tasks to help coach’s self-reflection.	As HE plus encourages coaches to draw on their own experiences at the most appropriate times on the course.
Relationship Management	Seek co-tutors input and values their contributions	Occasionally asks co-tutor if there is anything to add, being open to their contribution. Discusses with co-tutor how delivery is going during breaks and at the end of each day.	Awareness that co-tutor has contributions to a session, being open to their contribution, without having to ask ‘anything to add’. In addition, discusses with co-tutor how delivery is going during breaks and at the end of each day.	As HE plus the seamless interaction between tutors. In addition, draws in co-tutors to help with their development, checking and challenging their thought processes in a supportive and developmental way.
	Create effective learning environments that provides opportunities to develop understanding and practise new skills	Part of a delivery team that sets up OnTrack stations so they are visible to all. Positions tables/chairs so that all can see and hear.	Leads on the setting up of learning environment with appropriate groupings, AV material and personnel being set in good time.	As HE plus explaining to delivery team why learning environment is positioned in such a way to help with co-tutors understanding and development.
	Agree ground rules, wants, don’t wants and how people learn best with learners	Involved in setting rules, wants, don’t wants and how people learn best in opening session.	Revisits the wants, don’t wants and how learns best with learners throughout the course.	As HE plus implements interventions to respond to changes in wants, don’t wants and how learns best.

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	Demonstrate professional behaviour and use appropriate and non-discriminatory language	Dresses in EA kit, arriving on time to set up the room and remaining until candidates have left. Avoids using terms which are discriminatory or exclusive and alienating.	As Effective, plus challenges inappropriate behaviours, attitudes and language of coaches on course.	As HE plus challenges inappropriate behaviours, attitudes and language of co-tutors on course.
	Allow learners to discover their own answers	Uses questions to Pull learning, rather than Push information throughout the course.	Uses a variety of types of questions and style of questioning to enable learners to discover their own answers.	As HE plus chooses appropriate interventions (prompts) to guide others. In addition, helps to develop the use of different questions / interventions within the co-tutors' delivery.
Skills (How 2 Deliver)	Model Organisation throughout delivery as per On-Track Cards	Does this throughout most of the course.	Does this throughout the entire course without conscious effort.	As HE plus helps to develop this within co-tutor.
	Model Instruction and Explanation throughout delivery as per the On-Track Cards	Does this throughout most of the course.	Does this throughout the entire course without conscious effort.	As HE plus helps to develop this within co-tutor.
	Model Demonstration throughout delivery as per the On-Track Cards	Does this throughout most of the course.	Does this throughout the entire course without conscious effort.	As HE plus helps to develop this within co-tutor.
	Model Feedback throughout delivery as per the On-Track Cards	Does this throughout most of the course.	Does this throughout the entire course without conscious effort.	As HE plus helps to develop this within co-tutor.
	Summarise and review learning against outcomes or goals	Does this throughout most of the course, but mainly through the use of the workbook at the end of each session.	Does this throughout the entire course without conscious effort, including through the use of questions, individual, or group summations, etc.	As HE plus helps to develop this within co-tutor.
Knowledge (What 2 Deliver)	Recognise the different learning styles of the group and engage learners in different ways whilst keeping to the tasks set in the delivery notes	Identifies that people are learning differently and discusses and implements interventions led by the Lead Tutor.	Identifies that people are learning differently and leads on developing interventions that will cater for different learning styles whilst still delivering Learning Outcomes.	As HE plus helps to develop co-tutors understanding to spot and then react to different learning styles and /or needs.
	Deliver the Learning Outcomes stated within the notes	Delivers the Learning Outcomes stated within the notes with some occasional need for support from co-tutor.	Delivers the Learning Outcomes stated within the notes without conscious effort, and not requiring support from co-tutor.	As HE plus supports co-tutor in meeting the Learning Outcomes.
	Answer technical questions knowledgeably	Provides appropriately timed answers to most technical questions. Where answers not known, refers to co-tutor, prior to UCoach/ULearn or CPD for answers.	Provides appropriately timed answers to all technical questions without hesitation. Adds value to answers by referring to specific sections of UCoach/ULearn or specific CPD sessions.	As HE plus, supports co-tutors in answering questions directed at them.

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Lead	Liase with Education Contact in relevant Home Country to ensure all course resources and venue requirements are confirmed.	Communication with EC two weeks prior to the course. Order course resources as soon as course is confirmed as running. Contact venue confirming requirements as soon as course is confirmed.	Same as E plus helps to develop co-tutors in understanding of this processes required prior to the course.	Same as HE plus helps to develop strategies to improve process prior to delivery for other lead tutors across the home country.
	Send completed evaluations, registers and any other documentation to Education Contact within 5 working days	Send completed evaluations, registers and any other documentation to Education Contact within 5 working days.	Same as E plus emails copy of register to Education Contact ready for the next working day.	Same as HE plus develop strategies to improve process post delivery for other lead tutors across the home country.
	Agree with co-deliverers sessions to be delivered and responsibilities of all tutors / trainees / trainers	Communication with Co-tutor two weeks prior to the course. T1 /T2 roles confirmed along with any equipment requirements.	As E plus relates T1 / T2 roles to co-tutor's personal development needs.	As HE plus assists co-tutor in the development of these skills.
	Ensure that Learning Outcomes across all sections are achieved.	Ensures that Learning Outcomes have been met within both co-tutors and lead tutors delivery.	N/A	As E plus helps co-tutor to develop skills to check Learning Outcomes have been met in other sections beyond their own delivery. Helps to develop strategies to improve processes of ensuring Learning Outcomes are achieved for other lead tutors across the home country.
	Plan of how to support co-tutors to achieve the Learning Outcomes	Identifies development needs with co-tutor within initial discussions. Helps to develop plan for how these are to be met on course.	Engages in a co-tutor led process of action planning, setting action plans that may extend beyond the time scales of the course.	As HE plus helps to develop strategies to improve processes of co-tutor support for other lead tutors across the home country.