

JOB DESCRIPTION



POST TITLE: Level 2 Sports Coach

LINE MANAGER: Academies Manager

FULL/PART TIME: Part Time (Casual)

PURPOSE OF THE JOB

To coach a group of 16 – 19 year olds of mixed ability, delivering a programme focused on team and player development, as well as enthusing and engaging students to encourage regular participation.

To administer high quality coaching for 16-19 year olds at Hereford Sixth Form College, enabling individuals to develop according to their abilities and encouraging them to sustain activity levels.

RESPONSIBILITIES

- Organising and providing coaching opportunities
- Liaising with Hereford Sixth Form College staff and the Academies Manager for successful implementation/delivery
- Guiding and encouraging 16-19 year olds to make appropriate decisions about further participation in sport at a level appropriate to their ability
- Communicate effectively with students both during sessions and via notice-boards, text, email and other members of staff
- To conduct themselves in a responsible and appropriate manner at all times, with regard to behaviour, language, and dress in accordance with College policies namely Code of Conduct; **please note: this relates to time spent away from HSFC and in any environment where students may be present**
- To conduct themselves and players in a responsible and appropriate manner on Social Media streams with regard to photos uploaded, language and content
- Encourage all players not to discriminate on the grounds of religious beliefs, race, gender, social class or ability
- Keep **full** records of attendance
- To referee fixtures where required and appropriate
- Identify the needs of individual groups
- Work closely with other partners to co-ordinate competition and external opportunities, initiating these where appropriate
- Work with priority groups to ensure equitable access of delivery
- Work with other partners to help monitor the impact of delivery and healthy lifestyles
- Have monitoring and evaluation systems in place
- Be pro-active with the ability to act on your own initiative
- To ensure safe practice in all areas of work in accordance with the Health and Safety legislation and the required health, safety, welfare and supervision of participants throughout the session including child protection and safeguarding policies are adhered to
- To effectively co-ordinate the storage, upkeep and use of all relevant kit and equipment and to carry out appropriate checks on kit, equipment, venues and facilities and report any faults in line with policy and procedure
- To carry out all monitoring and evaluation required
- Be committed to issues of equal opportunity and diversity and be able to incorporate these in your everyday work
- To administer the necessary procedures for any incident or accident that occurs to any participant under supervision

- To undertake any necessary training
- To carry out any other reasonable task commensurate with the role

The following information is provided to assist Support Staff to understand and appreciate the work content of their post and the role they are to play in the Multi-Academy Trust (MAT). However, the following points should be noted:

- The postholder will be required to carry out their duties in accordance with the Conditions of Service Handbook
- It must be recognised that this job description may change as the circumstances of the MAT change. Regular reviews will take place following consultation with the post holder as part of the annual appraisal process
- The post holder is expected to respect any information that come into their possession or exists in their environment relating to students, colleagues and other individuals. This requires following good practice and guidance on confidentiality
- The post holder has a duty to maintain the safety and welfare of the students and within the scope of their post must ensure all organisational policies and procedures on safeguarding are implemented
- The post holder has a duty to report any concerns or incidents regarding student welfare promptly in accordance with College procedure and their training
- The post holder will need to recognise they work in a College environment, which will occasionally require them to support student related activity
- Should there be a disagreement about the conditions of service, personnel have the right of appeal under the MAT grievance procedures

PERSON SPECIFICATION



	ESSENTIAL	DESIRABLE
KNOWLEDGE/ QUALIFICATIONS	<ul style="list-style-type: none"> • NGB Level 2 coaching qualification or equivalent 	<ul style="list-style-type: none"> • NGB Level 3 qualification or equivalent • Other NGB awards • First aid certification • Minibus driving licence • Car owner/driver
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> • Successful coaching experience • Organising/leading programmes of activity • Delivery on school and community sites • Development experience 	<ul style="list-style-type: none"> • Experience of working in schools/colleges • Awareness of community and curricula needs • Mentoring experience • Supervisory experience • An understanding of community sport and Long Term Athlete Development • An understanding of school/club links • An understanding of the role of local authorities
SKILLS/APTITUDES	<ul style="list-style-type: none"> • Ability to coach a group of 16-19 year olds of mixed ability • Ability to deliver a programme focused on team and player development, as well as enthusing and engaging students to encourage regular participation • Good organisational and planning ability • Excellent communication and interpersonal skills • Fully embrace the sporting and educational ethos within our Sixth Form educational establishment • Good general fitness • Confident in addressing large groups • Willingness to work with different partners 	<ul style="list-style-type: none"> • Computer awareness • Ability to motivate others

	ESSENTIAL	DESIRABLE
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Flexible approach to work. Ability to work outside of usual college hours as required • Commitment to achieving high standards • To conduct themselves and players in a responsible and appropriate manner in accordance with College policies namely Code of Conduct. • To attend Open Evenings where appropriate alongside any relevant coaches' meetings • Keep up to date with qualifications and relevant CPD including college policies and procedure. • DBS clearance 	