



JOB DESCRIPTION

JOB TITLE	Sports Coach (Football Specialist)
DEPARTMENT	Physical Education
SECTION	Senior School
LINE MANAGER	Director of Sport

SAFEGUARDING

Forest School is committed to safeguarding and promoting the welfare of children.

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Two Satisfactory Employment references
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

- To build and improve measurably on the School's strong reputation for success in football.
- To support the development and promotion of Football across all age groups, abilities and gender within Forest school.
- Delivery of weekly football coaching sessions from Monday-Friday.
- Attendance at all Forest School fixtures – both home and away as instructed by the Head of Football.
- To support the boys' and girls' football programmes.

KEY RESPONSIBILITIES:

- Plan, prepare, and deliver varied coaching sessions for all age groups (U12-U18) and ability levels in line with the philosophy and aims of the programme.
- Take responsibility for an A team and be available for Saturday fixtures.
- Create and deliver individual / small group coaching sessions for all footballers enrolled on the Elite Player Programme.

- Develop individual players by providing pathways to professional clubs, Universities and local football clubs.
- Be responsible for maintenance of training/match balls, bibs, cones, and all other relevant equipment as required.
- Complete all relevant information including registers, team-sheets, results, video analysis/feedback and player reviews.
- Deliver up-to-date coaching in football in line with the frame work set out by the FA so that pupils receive a high-quality experience and strive to excel.
- Through own example, set high expectations and standards of behaviour of coaches and pupils towards each other that encourages effective team-working.
- Promote a competitive spirit within the specified team with mutual support for each other regardless of individual abilities and outcomes.

GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

Pastoral Responsibilities

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1

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- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

Health and Safety

- Be familiar with and implement all School Policies and Procedures.

Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify the Line Manager and the Human Resources Department as early as possible if they are going to be absent from School.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, [Safer Recruitment and Child Protection](#), and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

TERMS OF EMPLOYMENT

Category	Details
Contract Type	Part-time, fixed-term (until 31 December 2026), with the potential for some subsequent ad-hoc work during the School's Lent term.
Working Hours	Term time hours: 20 hours per week, plus Saturday fixtures during term time and after-school coaching and fixtures as required. School holidays: Pre-season, tours, and any training camps.
Holiday Entitlement	Forest School holidays excluding pre-season, tours, and any training camps.
Additional Details	In addition, and as part of your contracted hours, you will be required to attend Open Day and all relevant staff InSET days.

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