



Pathway Potential HUB Co-ordinator and Coach Bobby Moore Academy – East London

Job Description

Job Title: Pathway Potential HUB Co-ordinator and Coach – Bobby Moore Academy

Location: Bobby Moore Academy, East London

Job Purposes: This role will have responsibility for delivering and co-ordinating the British Triathlon Pathway School HUB at Bobby Moore Academy. From planning the weekly coaching programmes, delivering the sessions, maintaining the training environment and promoting the programme, you'll be at the forefront of this exciting next talent development programme.

The role will work closely with British Triathlon, Head of Sports Enrichment and Sports Enrichment Organiser to deliver sessions, secure facilities, recruit new scholars annually and embed the programme at Bobby Moore Academy. As well as work alongside and in partnership with the coaching and junior triathlon hub that British Triathlon is launching in Hackney.

Based in East London on the Olympic Park, Bobby Moore Academy boasts a 400m track, indoor sports facilities and access to a range of cycling and running routes. The role will require travel across London and across our network for outreach and competition.

The David Ross Education Trust: **The David Ross Education Trust (DRET) is a growing network of 36 academies. The network is a mix of primary, secondary and special academies, in which Bobby Moore Academy is one of 11 secondary academies in the Trust.**

Salary: Actual pay £13,811 Term time only 38 weeks per year, 15 hours per week (2 days but could be split over 3 or 4 days).

FTE £33,699pa + Inner London weighting (£39,807 FTE)

Option for additional day contracted with British Triathlon

Starting September 2026, based at Bobby Moore Academy, East London.

Role Responsibilities

- Plan and deliver sessions appropriate to the age and stage of the scholar in collaboration with the Bobby Moore Academy support staff, up to 10 hours a week.
- Deliver sessions throughout the week before, during and after school to enhance performance and increase participation, with occasional weekend work.
- Work with the Academy to effectively plan a programme of opportunities across the year including scholar selection, training, competition, house competition and promotion of the programme.
- Be the technical lead for the programme providing sound ongoing advice to athletes.
- Drive and facilitate the necessary learning before, during and after competition.
- Assist athletes in the development of clear performance objectives and support monitoring of these.
- Ensure athlete welfare and safeguarding guidelines are followed in the delivery of programme.
- Ensure a strong link and working relationship with the Regional Academy' and attend Academy sessions bi-monthly. Taking advantage of the regular CPD that offers.
- Provide regular reviews to the Principal and Head of Sports Enrichment.
- Liaise with British Triathlon to maximise their support and access knowledge to enhance the programme for the scholars.
- Build clear links with external clubs for scholars to access additional training and competition, either Triathlon or individual swimming, running and cycling clubs.
- Work with partners to create and provide unique opportunities for squad training, inspiration and talent development.
- Lead Primary outreach opportunities to promote and provide a pathway for pupils joining the Academy in year 7.
- Lead on the recruitment and retention of scholars on an annual basis, alongside the Head of Sports Enrichment and SEO at Bobby Moore Academy. Inclusive of internal and external students.
- Enter relevant competitions for scholars and support with attendance where necessary.
- Develop Bobby Moore Academy teams to enter local, regional, and national team competitions.
- Work with the Academy Operations Manager (AOM) to organise and manage the facility bookings & staffing requirements for training and competitions.
- Promote the HUB programme and sessions on a daily basis via social media, press releases and termly reports, capturing activity through photographs.
- Undertake any additional tasks required which leads to the successful delivery of the programme and development of this role.
- Support the organisation and delivery of local primary school Triathlon festivals.
- Apply for any funding or sponsorship opportunities which may arise and benefit the programme.
- Ensure equipment is maintained and looked after, reporting any maintenance requirements to the site team.

Special Factors

Subject to the duration of the need, the special conditions given below apply:

- The nature of the work may involve the post holder carrying out work outside of normal working hours.
- The role will involve the post holder carrying out work across campus.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.
- This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities 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 cannot themselves justify a reconsideration of the grading of the post.
- The Governing Body is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.
- The David Ross Education Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment. An enhanced DRB check will be required for all successful applicants.
- All tasks should be undertaken with due regard to Health & Safety Regulations.

Person Specification

Personal Skills and Attributes

Essential

- Self-motivated with a demonstrable commitment to learning, self-development and personal development
- A passion for coaching and developing the talents of young athletes within Triathlon
- Understands the needs of others, and able to effectively build relationships with a range of people
- Excellent communication skills – communicates effectively, clearly, and confidently in written, verbal, and electronic forms
- Treats people with respect, protects confidential information, and adheres to all Trust policies and procedures
- Works independently and under own initiative, proactively seeking out support and guidance when required
- Commitment to creating a challenging, but supportive environment for the development of athletes
- Willingness to travel for competitions, events and fixtures
- Ability to communicate with pupils, parents, staff and other members of the Trust
- Enthusiastic and energetic approach, with a can-do attitude.
- Flexible approach to duties undertaken and working hours
- Ability to plan, organise and deliver successful programmes, events and initiatives

Qualifications, Knowledge and Experience

Essential

- NGB coaching qualification in triathlon or a single discipline, and/or experience of coaching young athletes within Triathlon or any of the disciplines.
- A willingness to complete the British Triathlon Level 2 Diploma as soon as possible
- Positive role model, demonstrating self-motivation and mature interpersonal skills.
- High personal and professional standards, including recognition of the confidentiality issues impacting upon work in a school (e.g. access to sensitive pupil medical or family information).
- Awareness of safeguarding legislation and issues and full commitment to safeguarding practice.
- Experience of working with young athletes
- An understanding of ethical and safeguarding issues in sport including anti-doping, child protection and mental health & wellbeing
- Knowledge of the technical requirements of one or more of swimming, cycling, and running performance
- Driving licence to travel around the network and for competition
- Good working knowledge of the sport of Triathlon

Desirable

- A level 2 coaching qualification in Triathlon or a single discipline sport
- Understands the long term management and development of young athletes (including key transitions)
- Knowledge of Strength and Conditioning and able to create and oversee appropriate (bodyweight) programmes
- Additional NGB coaching qualifications
- Experience of working in schools
- Holder of a current First Aid qualification

All duties and responsibilities to be carried out in accordance with the Trust's mission statement, policies, current practice, and your duty of care for the students' wellbeing and safety. The post holder must not do anything to bring the name or ethos of the Trust into disrepute and must: ensure absolute confidentiality in all matters relating to the students, staff and Trust business, without exception; and be aware of and comply with policies and procedures relating to child protection, Health and Safety, security and confidentiality. Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview. Furthermore, applicants are required to inform the Academy of any such convictions throughout their period of employment.

Applicants should note that David Ross Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be required to undertake an Enhanced Criminal Records Bureau check.

Conditions of Services are to be governed by the David Ross Education Trust and supplemented by local conditions as agreed by the Governors at the Academy of where work is undertaken.

Support the Trust and Strategic Leadership Team in creating a culture for sporting excellence, high standards of achievement and personal success for all the students.