

Job Description

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| Job Title: | Football Programme Co-ordinator and Coach |
| Location: | Charnwood College, Loughborough and DRET |
| Job Purposes: | <p>This role will have responsibility for growing the football participation and provision across Charnwood College, including female & male year 7 – 10, along with taking a lead on the Sixth Form squad.</p> <p>One day a week will be delivering Football at Lodge Park Academy throughout the school day, with some after-school, where possible.</p> <p>The role will work closely with the sports departments to ensure all football opportunities are promoted, delivered, reported and organised to a high standard throughout the school.</p> <p>The post holder will also run community sessions on the Charnwood site, and support any football related initiatives delivered across the Trust including development days, tournaments and CPD.</p> |
| Background: | 40 weeks per year, term time plus 2 weeks. Opportunity to run holiday camps and gain additional income. |

Key Responsibilities

Key Duties and Responsibilities – Charnwood College

- 1 Deliver coaching sessions throughout the week before, during and/or after school to enhance performance and increase participation in all years, across both sites.
- 2 Work with the Head of PE to effectively plan a programme of opportunities across the year including squad selection, training, competition, house competition and promotion to maximise performance and participation.
- 3 Promote the Football programme, via Social media, press releases and regular update / reports to the Principal.
- 4 Collate and report attendance that will contribute to the monitoring and evaluation of the Programme.
- 5 Build close working relationships, or use current relationships, with local clubs and promote to pupils to attend outside of school time.
- 6 Help organise, plan and attend various fixtures throughout the academic year where your teams are competing, ensuring fixture targets are hit in term 1 – 4.
- 7 Work to re-start the Post 16 Football Academy at CWC and be responsible for recruitment annually and ongoing promotion. This will include coaching the squad, setting the programme and organising / taking fixtures.
- 8 Set the termly scheme of work for clubs to follow to ensure other staff can deliver the same, high quality session.
- 9 Ensure appropriate competitions are entered for all squads including local, regional and National leagues and cups, with results displayed after each match in school.
- 10 Prepare squads for competition, along with other paperwork requirements in the school pre and post event / fixture.

Key Duties and Responsibilities – Lodge Park Academy

- 1 Run well planned and engaging football sessions to different groups of pupils throughout the day, working on developing different aspects of the game.
- 2 Work with the academy to plan the termly timetable of sessions for boys and girls years 7 – 10.
- 3 Report back to the academy around attendance, behaviour and attitude on a weekly basis, ensuring high standards are expected and maintained.
- 4 Deliver a weekly invite only squad session after-school to develop a squad of U13 players.

Specific Responsibilities

- 1 To co-ordinate, run and develop the annual football competitions at Charnwood College to include Charnwood Cup x 2 days and Malcolm Arnould Cup as minimum.
- 2 Plan, organise and attend a minimum of two DRET Football Tour overseas annually. These take place out of school term-time.
- 3 Seek sponsorship and funding opportunities to support the development of the programme
- 4 Support DRET events where required, including primary and secondary events.
- 5 Promote the Football Academy and sports enrichment via Social media, press releases and regular update / reports to the Principal and Trust. Including a termly football update in the termly newsletter
- 6 Support Charnwood College where required with delivering and attending none-football related events and enrichment opportunities.

- 7 Continue to develop Charnwood Rangers as a community football club in order to raise income, build relationships and create local league teams at Charnwood College. This will take place one evening per week and two sessions as a minimum.
- 8 Follow academy procedures to book fixtures, mini-bus and facilities, along with policies around safeguarding, data protection, fixtures and trips.

Optional

- 9 Run half term and summer holiday football camps with agreement of Head of Sports Enrichment. These will be determined by the number of sign-ups to the camps and ensuring income exceeds expenditure.

SPECIAL FACTORS:

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

- (a) The nature of the work may involve the post holder carrying out work outside of normal working hours.
- (b) The role will involve the post holder carrying out work across campus
- (c) 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.
- (d) 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.

Charnwood College 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.

Qualifications and Professional Development

Essential

- Football NGB qualification Level 2 or higher or significant experience within Football
- Contacts, passion and experience within Football and the Football landscape which could be drawn on to benefit Charnwood College
- Passion for Football and keen to progress in a football, teaching or sports development career
- Experience of working with young athletes
- Ability to plan, organise and deliver successful programmes, events and initiatives

Desirable

- Willing to undertake additional qualifications within Football
- Successful track record of coaching Football teams
- Experience of working in schools
- Evidence of a graduate with a good level degree combined with a sporting background
- Holder of a current First Aid qualification, or willingness to undertake training
- Full, clean driving licence

Knowledge, Skills, Competencies and Experience

Essential

- Positive role model, demonstrating self-motivation and mature interpersonal skills.
- Ability to develop and maintain a warm, respectful and professional rapport with young people.
- Effective communication skills (verbal and written) including presentations.
- Excellent organisational skills
- Able to use your own initiative to grow the programme, drive participation & improve performance
- 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.
- 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 deliver and manage sessions with large numbers of students

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' well-being 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.

The performance of all duties and responsibilities within this job description will be under the reasonable direction of the Chief Executive Officer for the David Ross Education Trust and other Senior Managers as appropriate. It will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

Applicants should note that David Ross Education 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.