



## WESTCOUNTRY SCHOOLS TRUST

### JOB DESCRIPTION

|                           |                                                                                                                                                       |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>         | Sports Coach – Football Academy                                                                                                                       |
| <b>Location:</b>          | Across the Trust (based at Ivybridge Community College currently)                                                                                     |
| <b>Grade/salary:</b>      | Plymouth City Council Pay Scales range, (Grade D, SCP 8 – 14)<br>Under 5 years' Service: £22,429 – 22,887<br>Over 5 years' Service: £24,700 - £25,204 |
| <b>Hours:</b>             | 37 hours per week, 38 weeks per year                                                                                                                  |
| <b>Reports to:</b>        | Director of Enrichment and Sports Academy                                                                                                             |
| <b>Responsible for:</b>   | Not Applicable                                                                                                                                        |
| <b>Key relationships:</b> | Sports Coaches, PE Department,                                                                                                                        |

#### Job Purpose

The Sports Coach – Football Academy supports the effective operation of the trust and works to uphold and promote its vision and values.

Under the direction of the Director of Enrichment and Sports Academy, within an agreed system of supervision, a Sports Coach (for Football, Gymnastics, and Rugby) will undertake coaching of different sports to teams of students aged 4-18. The post holder to be responsible for the planning and implementation of coaching sessions. The Coaches will feed into a specialist Sports Academy provision at Ivybridge Community College, which strives to provide excellence, building engagement and participation, and representation at the highest competition levels.

#### Duties and Responsibilities

1. At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
2. Lead coaching sessions for all ages and abilities, with indirect supervision to include primary, development, and elite squads.
3. Lead a small group of students for warm ups, stretches, progressive tasks and cool downs.
4. Liaise with the Director of Enrichment and Sports Academy to ensure an understanding of what is required within each lesson; assist in the preparation of lesson/sessions, checking changing rooms, completion of registers, and leading specific groups selected by staff. As applicable, both assist and lead in the

- planning and delivery of training programmes, breaking down instructions so that they are suitable for the target audience.
5. Work in conjunction with other staff to coach all age groups and ability levels, during timetabled Academy and extracurricular games sessions.
  6. Provide teachers with feedback about students.
  7. Assist in the recording of progress and the maintenance of student records.
  8. Help to promote self-esteem and independence in all sessions with students.
  9. Lead small lessons/sessions with the aim of developing a student's components of fitness.
  10. Assist with coaching other staff members, within a specialist area of expertise.
  11. Provide leadership to students at events and competitions in which they are participating.
  12. Ensure that all sessions are designed to develop the skills and understanding of the students to identify and maximise their individual potential and responsibility to include:
    - Building a culture of excellence, innovation and learning that supports student athlete development.
    - Health and Safety/first aid considerations during practical sessions.
    - Set appropriate and demanding expectations for participants.
    - Set clear targets and build on prior attainment for participants.
    - Implement structured and agreed practical learning activities for groups or on a one-to-one basis.
    - Plan a programme of varied and engaging sessions.
    - Develop, prepare and maintain specialist resources.
    - Ensure the safe and secure storage of allocated resources/materials/equipment to prevent unauthorised access/mis-use.
    - Training opportunities to upskill and achieve qualifications in relevant areas such as refereeing, judging, coaching, and leadership accreditations.
  13. Ensuring a fair application of the College's Standards and Expectations Policy (both on and off site), maintaining Ivybridge core

**All roles include the following:**

14. To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
15. To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
16. Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
17. To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

*This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.*

## PERSON SPECIFICATION

E = Essential, D = Desirable

| Method of Assessment<br>The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed. | Essential or Desirable | Application Form | Interview (or other selection activity) |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------|-----------------------------------------|
| <b>VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:</b>                                                           |                        |                  |                                         |
| <b>Compassion:</b>                                                                                                                                 |                        |                  |                                         |
| Recognising need in others and acting with positive intention to promote well-being and improve outcomes                                           | E                      |                  | X                                       |
| <b>Aspiration:</b>                                                                                                                                 |                        |                  |                                         |
| Works to high expectations, modelling the delivery of high-quality outcomes                                                                        | E                      |                  | X                                       |
| Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence                      | E                      |                  | X                                       |
| <b>Integrity:</b>                                                                                                                                  |                        |                  |                                         |
| Acting always in the interests of children and young people,                                                                                       | E                      |                  | X                                       |
| Acting with a consistent and uncompromising adherence to strong moral and ethical principles                                                       | E                      |                  | X                                       |
| Communicating with transparency and respect, creating a working environment based on trust and honesty                                             | E                      |                  | X                                       |
| <b>Collaboration:</b>                                                                                                                              |                        |                  |                                         |
| Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others      | E                      |                  | X                                       |
| <b>QUALIFICATIONS:</b>                                                                                                                             |                        |                  |                                         |
| GCSE (or equivalent) Grade C or above in Mathematics and English                                                                                   | E                      | X                |                                         |
| First Aid qualification, or willingness to undertake                                                                                               | D                      | X                | X                                       |
| Minimum Level 2, with preferably a Level 3 Coach qualification or equivalent qualification or substantial relevant experience                      | E                      | X                | X                                       |
| Level 2 Safeguarding, or willingness to obtain                                                                                                     | E                      | X                | X                                       |
| <b>EXPERIENCE:</b>                                                                                                                                 |                        |                  |                                         |
| Experience of working in a school or similar establishment                                                                                         | D                      | X                |                                         |
| Experience in working with children and/or young adults between 4 to 18 years of age                                                               | E                      | X                | X                                       |
| Experience teaching both fundamental and more advanced skills within at least one specialist area                                                  | E                      | X                | X                                       |

|                                                                                                                                                                        |   |   |   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|
| A proven record of working in a sport and coaching environment                                                                                                         | E | X | X |
| <b>KNOWLEDGE, SKILLS AND ABILITIES:</b>                                                                                                                                |   |   |   |
| Effective oral/written communication skills, including good levels of literacy                                                                                         | E | X | X |
| The ability to communicate positively and effectively with students, colleagues and other stakeholders                                                                 | E | X | X |
| Ability to follow instructions and direction and willingness to learn new tasks, whilst also having the ability to use initiative to identify and raise concerns/risks | E |   | X |
| Ability to organise own workload and meet deadlines                                                                                                                    | E | X | X |
| Punctual and reliable                                                                                                                                                  | E | X | X |
| Willingness to learn and to take responsibility for your own development                                                                                               | E | X | X |
| A positive attitude towards teamwork and able to work as part of a team                                                                                                | E | X | X |
| Ability to use technology to a good level – e.g. computer, video, photocopier, etc                                                                                     | E | X |   |
| Enthusiastic and committed to meeting the needs of students                                                                                                            | E | X | X |
| The ability to remain calm under pressure                                                                                                                              | E | X | X |
| Attention to detail                                                                                                                                                    | E | X | X |
| <b>FURTHER REQUIREMENTS:</b>                                                                                                                                           |   |   |   |
| Commitment to WeST's vision and values – desire to make a difference                                                                                                   | E | X | X |
| Commitment to Equality and Diversity                                                                                                                                   | E | X | X |
| Discrete and able to maintain the confidentiality of information                                                                                                       | E |   | X |
| A willingness to learn about child development through movement and the understanding of Safeguarding and the welfare of children and young persons                    | E | X | X |
| Willingness to undertake development and training relevant to the role, when required                                                                                  | E |   | X |