# StV Sixth Form College Black

## JOB DESCRIPTION

# Job Title: Women’s Football Coach

Reporting to: Fixtures Coordinator

Scale Coaching staff pay scale

£9.41 for unqualified coaching

£15.68 for fully qualified coaching

Hours 5 hours a week

From 1st September 2017 until 31st March 2018

Job Summary: To coach and manager the College Women’s Football Academy

Job Content: **Main Duties**

1. To mentor, lead and organise the running of the Women’s Football Academy and its students.
2. To organise and facilitate the use of St Vincent sports facilities for use by the Women’s Football teams for training and matches. Liaising with the Head of Department and Fixtures Co-Ordinator.
3. Ensure that the facility usage works in tandem with the PSP (Pathfinder, Sport and Public Services) department and the Leisure Centre and maintain a strong working relationship.
4. Work closely with the College Sport and OAA Technician assisting in cross-college events where appropriate.
5. To work with the Fixtures Co-Ordinator and College Sport and OAA Technician in promoting the Academy.
6. To provide specialist and elitist training provision for the Women’s Football Academy.
7. To follow Hampshire College’s Guidelines on fixtures and matches for all off-site fixtures and activities.
8. To inform the Fixtures Co-Ordinator in advance of any off-site activities and transport requirements
9. To confirm fixtures with the Fixtures Co-Ordinator and to hand in results of matches to them the next day.
10. To source Women’s Football umpires for all home games.
11. To ensure all Women’s Football players and spectators conform to the college code of conduct and behave in the right manner at all times.
12. To report any concerns, maintenance, customer queries, major or minor emergency incidents to the Fixtures Co-Ordinator.
13. To comply with national governing bodies guidelines and staff training
14. To ensure all equipment is in a safe condition, complying with health and safety regulations as appropriate, ready for use by the students.

**Other key duties**

1. To monitor Health and Safety within the work environment.
2. To abide by and comply with all quality procedures that are undertaken by the College as detailed in the quality assurance structural mechanisms and policy documentation, especially relating to individual areas of responsibility
3. To have a clear understanding of the duties and responsibilities arising from all College policies and procedures, but in-particular, those relating to Health & Safety Safeguarding and Equality & Diversity
4. To abide by and comply with all quality procedures that are undertaken by the College, as detailed in the quality assurance structural mechanisms and policy documentation, especially relating to individual areas of responsibility.
5. Any other duties as deemed necessary by the Principal.

### Signature of Job Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Deputy Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_