
Turton School

JOB DESCRIPTION

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| Job Title | SPORTS COACH – TURTON SPORTS CENTRE CASUAL HOURS |
| Grade | GRADE 5 (£10.33 - £11.63) |
| Hours of Work | Variable hours each week but within the following: Monday to Friday 9.00am – 4.00pm (During School Holidays) Saturday & Sunday (Dependent on Sports Centre Bookings) |
| Purpose of the Role | To deliver a high quality programme of professional sports coaching teaching and instruction, suitable for a range of ages and abilities |
| Responsible to | Community Manager |
| Responsible for | All participants within sporting activity sessions. |

MAIN DUTIES AND RESPONSIBILITIES –

- a) To deliver a variety of well-balanced and fully co-ordinated activity programmes, designed to meet the needs of a wide range of abilities and ages attending Turton Sports Centre
- b) To develop professional coaching programmes that meet the needs of visitors to the Centre, including school holiday activities, birthday parties, community events, family based health and fitness activity programmes
- c) To coach a wide range of ages and abilities and cater for a wide range of experience.
- d) To promote a sustainable programme of sporting activities and work in partnership with the Community Manager to develop new health and fitness activities at the Centre
- e) To encourage a friendly and professional atmosphere ensuring all those taking part are properly guided and supervised at all times.
- f) To ensure the effective delivery of a quality coaching package in line with the appropriate governing body standards
- g) To participate in the formulation of session plans for various sporting activities to ensure that a consistently high standard of coaching/supervision is provided during all sessions.
- h) To maximise the enjoyment and skill enhancement of all participants by seeking to provide quality services that customers want and need

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- i) To provide quantitative and qualitative progress reports on the coaching programme as requested by the Community Manager
- j) In partnership with the Community Manager seek to deliver and strengthen links with the local community and clubs.
- k) Set up a variety of sporting activities ensuring that all sessions and equipment are set up in accordance with the Sports Centre activity setting up procedures.
- l) To have a working knowledge of risk assessments for all sporting activities within the Sports Centre and ensure that guidance within these documents is strictly adhered to.
- m) To be responsible for the safety and welfare of all participants and to ensure that a high level of customer care is provided at all times.
- n) To play an active role in promoting the importance of physical activity for children of all ages.
- o) To have a sound knowledge of first aid (including emergency CPR) and to provide first aid within Turton School when required. Ensure that the schools accident/incident reporting procedures are fully adhered to.
- p) To report any health and safety concerns identified to the Community Manager.

q) Additional Duties and Responsibilities

- i. To set a high standard of personal conduct and commitment to customer service at all times.
- ii. To comply with all of the schools procedures and policies.
- iii. Be willing to undertake any training relevant to the job role.

Prepared by:
Dan Overend
Community Manager
November 2016

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PERSON SPECIFICATION

Department TURTON SPORTS CENTRE

Job Title CASUAL SPORTS COACH

| EDUCATION & QUALIFICATIONS (all tested at Application Stage 1) | E = Essential D = Desirable |
|---|--------------------------------|
| • Coaching qualifications in sport and physical activity. | E |
| • Current First Aid Certificate. | E |
| EXPERIENCE RELEVANT TO THE JOB (all tested at Application and Interview Stage 1) | |
| • Experience in coaching/supervising children's sporting activity sessions. | E |
| • Willingness to undertake training appropriate to role. | E |
| • Experience in providing a high standard of customer care. | E |
| • Awareness of health and safety procedures in a sporting environment. | E |
| ABILITIES & SKILLS (all tested at Application and Interview Stage 1) | |
| • Excellent level of verbal communication skills | E |
| • Good standard of numeracy and literacy skills. | E |
| • Good organisational skills | |
| • Excellent interpersonal skills, demonstrated by friendly, outgoing manner. | E |
| • Ability to work effectively with children and young people. | |
| • Mature judgement | E |
| • Personal confidence and experience in ability to deal and respond appropriately to a variety of customer demands and abilities. | E |
| • Ability to work as part of a team | |
| • Ability to provide a customer orientated service. | E |
| • High standards of personal presentation and appearance. | E |
| • Skill and ability to develop creative positive solutions. | E |
| • Flexible approach to working hours. | E |
| • Awareness of school demands and priorities. | D |
| • Willingness to support development of school initiatives. | E |
| • Attention to detail and able to organise and maintain accurate records. | E |
| • Resilient approach to tasks. | D |
| KNOWLEDGE & AWARENESS (all tested at Application and Interview Stage 1) | |
| • An affinity with children participating in sporting activities and an understanding of the needs of session participants. | E |
| • To have an understanding of child protection and safeguarding principles. | E |
| • Working knowledge of equal opportunities. | E |
| • Working knowledge of customer care. | E |

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EDUCATION & QUALIFICATIONS (all tested at Application Stage 1)

E = Essential

D = Desirable

- Working knowledge of Health and Safety policies, safe working practice and procedures.

E

ORGANISATIONAL COMPETENCIES

Valuing Diversity

To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the school's diversity and inclusion policy.

Caring for Customers

To provide quality support for teaching and learning. To give parents, families and the community the opportunity to comment or complain if they need to. To work with the school community and do what needs to be done to meet their needs. To inform your manager about what the school community say in relation to the sports centre.

Developing Yourself and Supporting Others

To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your professional development plan. To be ready to share learning with others.

Health and Safety

To operate safely within the workplace with regard to Health and Safety legislation.

Confidentiality

An acknowledgement of the need to maintain confidentiality at all times and to become aware of the National, Council and school policies on Confidentiality, and the management and sharing of information.

Energy Efficiency

To promote energy efficiency throughout the workplace and within own area of activity.

Date Person Specification prepared/updated

May 2016

Note to Applicants:

Please try to show in your application form, how best you meet these requirements