



## Job Description – Whole School Football Coach

**School:** Whole School  
**Teaching Allocation:** Term and non-term time  
**Reports to:** Whole School Head of Football  
**Direct report:**

### Role & Position in the Organisation

**Major Role:** To provide outstanding planning, implementation and delivery as part of the Extra Curricular Football Programme in order to secure high quality learning and teaching, the effective use of resources and improving standards of learning and achievement.

### The Football Coach has responsibility for:

- supporting the administration and management of the Bulldogs Football Programme including parent liaison, health and safety risk management and facility management;
- collaborating on key developments in the Bulldogs Football Programme;
- working with other Football Coaches and Physical Education staff to secure the highest level of performance for each individual student on the programme.
- developing student-athletes capable of representing the school at local, regional and FOBISIA level.

### Responsibilities, by area

#### ***Goal 1: We focus on continually improving learning***

##### **Strategic Area: Learning and Teaching - The Football Coach will:**

- provide appropriate opportunities for students of a wide variety of abilities to extend themselves to their fullest extent; beyond the curriculum by the provision of Football extra-curricular activities, and in particular for the competitive Bulldogs Football Programme and seasonal teams;
- put into practice the school's Learning and Teaching Policy;
- adhere to the school's Guiding Statements;
- coach teams within the Bulldogs Football Programme programme;
- provide a planning framework for the development of engaging seasonal and sessional plans to teach skills and tactics, develop fitness and achieve competitive outcomes;
- organise trials in an efficient and transparent manner;
- in collaboration with the Director of Sport, Whole School Head of Football, PE Department and Football coaches, to select teams, and enter these teams into the school databases and inform the Sports admin staff and keep them informed of any changes that occur throughout the season;
- keep abreast of all current best practice regarding training methods, skill, tactical developments etc. and changes to FIFA rules and regulations;

##### **Strategic Area: Professional - The Football Coach will:**

- support the Whole School Head of Football to recommend programmes of professional development for staff and parents associated with the Football programmes of the school;
- support the Whole School Head of Football to induct new staff with regards to Football programme;
- to ensure a functioning cross-cultural team and climate of mutual respect;
- recommend developments for the staffing of the Football programme;



- to deliver training for coaches and Football personnel;
- attend (when required) all Continuing Professional Learnings (CPL) sessions linked to student safeguarding and First Aid.

## **Strategic Area: Culture and Communication - The Football Coach will:**

- work in close partnership with the Whole School Head of Football to ensure communications are of the highest order;
- liaise closely with the Head of Primary and Secondary PE when planning instructional units for the PE and in designing the extra-curricular Football programme;
- keep parents fully informed of activities, selections, programmes and events on a long term and short term basis;
- assist the Sports admin staff to answer parental enquiries that may arise after trials and/or during the season;
- maintain the Bulldogs Football Programme online profile via Firefly and any associated social media accounts;
- participate in whole school meetings where appropriate;
- be a link between the Football activities in the school's curriculum and the extra-curricular Football activities;
- support presentations to parents on aspects of the Football programme;
- ensure exemplary standards of behaviour and personal responsibility;

## ***Goal II - We align our structures, policies and practices to support learning***

## **Strategic Area: Policy and Planning - The Football Coach will:**

- support the planning of the year's ECA Football programme, considering development and performance squads, team trainings, tournaments/invitationals calendar, camps and weekend leagues;
- collaborate on ideas for developments in the school's Football curriculum programme, assisting in the writing the relevant instructional units in collaboration with the Whole School Head of Football;
- ensure the smooth running of all school Football tournaments and weekend leagues;
- understand and adhere to the student safeguarding policy, code of conduct and methods of reporting a concern.

## **Strategic Area: Finance and Resources - The Football Coach will:**

- be aware of and support the planning and monitoring of the Football budget for all Football activities;
- support the Whole School Head of Football to make available via a suitable ordering system the provision of appropriate team uniforms and equipment as needed;
- ensure resources are used effectively and appropriately stored.

## **Strategic Area: Admissions - The Football Coach will:**

- ensure that new students are properly assessed and introduced to the Football programme at an appropriate level;
- ensure that they are aware of relevant medical conditions of new students.
- assist in the promotion of the Bulldogs Football Programme to new families, particularly at the start of each academic year through participation in ECA Open House and ECA induction activities or by request from the Admissions team.

## **Strategic Area: Health and Safety - The Football Coach will:**

- ensure that all members of staff associated with Football activities are suitably qualified in terms of first aid or other health and safety issues;
- ensure that all additional staff are aware of any health conditions of students which may cause difficulties during Football activities;
- assist the Whole School Head of Football in monitoring health and safety matters pertaining to the Football pitches and training facilities and be proactive in reporting any perceived risks;



- safeguard students against all foreseen risks.

### **Strategic Area: Facilities - The Football Coach will:**

- ensure that the school's Football equipment are properly maintained, advising the Whole School Head of Football of any the problems arising that may make training or competition hazardous and logging relevant items with the Maintenance Department for maintenance, repair or removal;

### **Football Coach: Safeguarding responsibility**

Bangkok Prep School is committed to keeping students protected, safe and secure.

### ***Key safeguarding responsibility:***

To support the Whole School Head of Football by providing guidance and direction to staff in line with the Safeguarding Policy and Staff Code of Conduct.

### ***Responsibilities***

- To know how to respond to an initial disclosure, who to inform, and how to record the information.
- To know Safeguarding procedures and have disclosure forms readily accessible.
- To bring any disclosures, incidents and concerns to the attention of the relevant Designated Safeguarding Leads (DSL).
- In liaison with the DSL, to provide guidance and support to staff, students and families in response to an ongoing concern or disclosure.
- To discuss safeguarding as a half-termly item on team agendas, including regular reminders to delete student images from any personal devices.
- To keep informed about any changes to policies and procedures.
- To help parents and other visitors understand our Safeguarding requirements.
- To ensure appropriate selection of student images for publication.
- To abide by the Staff Code of Conduct and specific risk assessment documentation when planning for Trips and Excursions requiring overnight stays.
- To be aware of the Hotel/Resort Code of Conduct and accompanying Guidelines.

These duties will be developed into short and longer-term targets in consultation with the post-holder.

### **Qualifications**

FA coaching license or similar coaching badges

Education/Coaching/Sports Science degree would be an advantage

First Aid

**The post holder has an individual responsibility to safeguard and promote the well-being of children and staff.**



# BANGKOK PREP

Bangkok International Preparatory & Secondary School

Est. 2003

## **Mission**

At Bangkok Prep we will ensure that:

- learners will reach their full potential both academically and in preparation for life beyond Bangkok Prep.
- we will provide an enriched curriculum in which innovation, sustainability, creativity and health are highlighted.
- we will inspire students to achieve their best through collaborative learning in a safe and enjoyable learning environment.
- we will develop globally minded, passionate learners who uphold the Bangkok Prep Life Values of being honest, holding high moral standards and having integrity and empathy towards others.

## **Vision**

To be an outstanding learning community that is internationally-minded, inspiring all members to achieve their potential.