

The Leicestershire College Job Description

1. Job Details

Job Title: **British Athletics Diploma in Sporting Excellence Regional Coach and Assessor**
 Job Number: **94005**
 Reporting To: **Sport WRL Manager**
 Department: **Sport**
 Annual Salary (FTE): **£28,198**
 Date: **July 2019**

2. Job Purpose

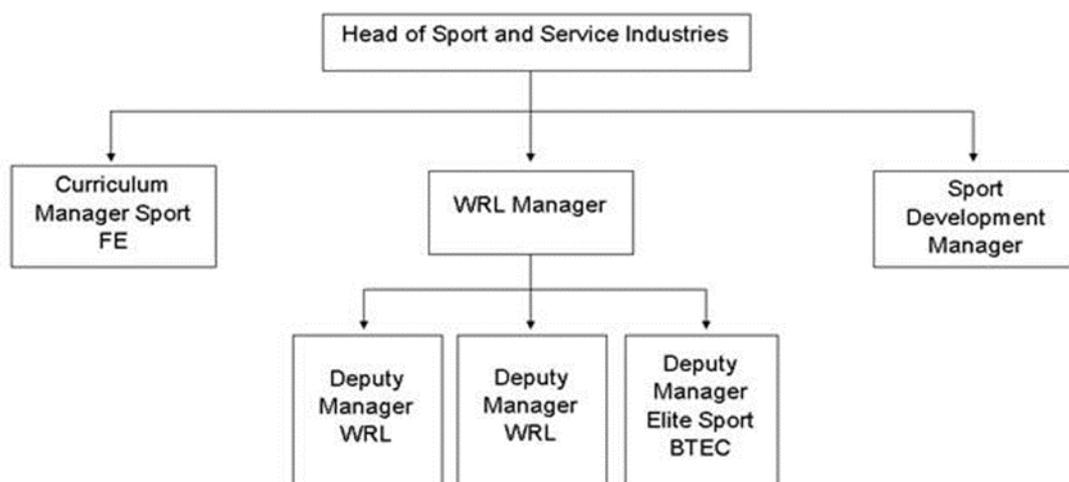
The post holder will be responsible for leading and coordinating the British Athletics Diploma in Sporting Excellence (DiSE) regional programme, based at Loughborough. This will involve supporting the athlete's development throughout the programme and confirming their potential to transition onto the next stage of the British Athletics performance pathway. The post holder will play an important role in developing relationships with the regional centre athletes & personal coaches, supporting the Individual Athlete Planning (IAP) process and ensuring athletes have all the necessary support and guidance to make progress. They will provide a key link between British Athletics and the athletes/coaches on programme.

The post holder will be responsible for: organising/delivering contact days, coaching athletes, overseeing a team of event specific coaches and sport science support staff, and supporting and assessing learners as part of the DiSE qualification.

3. Dimensions

Not applicable

4. Organisation chart



5. Key Responsibilities

- To lead on the curriculum and programme for the British Athletics Diploma in Sporting Excellence (DiSE) programme, in partnership with key external stakeholders, such as British Athletics and other specialists, for the Loughborough regional programme
- Lead on designing and delivering an effective programme model that enables athletes to develop as performers and meet the requirements of the DiSE qualification
- To coach athletes to achieve their athletic potential whilst enrolled on the Diploma in Sporting Excellence programme.
- To coordinate and manage the Individual Athlete Planning process for athletes/personal coaches, providing specific input where necessary.
- Monitor the development of athletes and evaluate the impact of performance planning to make progress against agreed targets.
- Develop and maintain productive working relationships with athlete/personal coaches and agree an engagement plan for the year.
- Provide relevant athlete/personal coach reports and input on DiSE planning, review & selection meetings.
- To lead on the planning, delivery and assessment strategies to develop athletes to reach their potential.
- To prepare lesson plans, materials and resources for individual sessions and contact days.
- To use effective assessment methods ensuring that any practical and written work is assessed in line with awarding organisation and college requirements.
- Play a key role in quality assurance and quality improvement including contributing towards internal verification, external verification, SARs and quality improvement plans.
- To support the delivery of other Work Related Learning and curriculum programmes within the department
- To undertake appropriate staff development and training, including the maintenance and updating of specialist skills
- To attend and actively participate in area and department meetings, planning events, open days and recruitment events
- Lead and support (as appropriate) on the development and acquisition of new business opportunities within the sector, creating effective links with partners and stakeholders and maximising opportunities for employer engagement activities.
- To modify duties and responsibilities as required to meet new situations, in consultation with the curriculum area leader/manager and college management

6. Key Result Areas

| Action | Result |
|---|--|
| Lead on the planning, preparation, delivery, and assessment of the BA Loughborough DiSE programme | To ensure all learners achieve and progress |
| Coach athletes to enable progression within the BA Performance Pathway | To ensure all learners maximise their athletic potential |
| Develop a creative/dynamic curriculum and sport science support network for athletes | High quality learner development and experience |
| To coordinate and manage the IAP process with athletes and personal coaches | High quality review and monitoring process that enables all athletes to have an effective development plan |

7. Key Working Relationships and Communications

Internal:

Head, WRL Manager, Deputy Manager's, Co-ordinators, Lecturers, Assessors/Tutors, Curriculum, Administration Staff, Support Services Staff

External:

British Athletics, regional clubs/coaches, suppliers/consultants, Awarding Bodies, regulatory bodies

8. Scope for Impact

Not Applicable

9. Knowledge, Skills and Experience (Person Specification)

10.

| QUALIFICATIONS | | ESSENTIAL | DESIRABLE | HOW ASSESSED |
|--------------------|--|-----------|-----------|---------------------------|
| 1 | Possess a degree in a relevant subject area | | ✓ | Application/ interview |
| 2 | Possess a minimum of a relevant NGB Level 2 coaching qualification | ✓ | | Application/ interview |
| 3 | Possess assessor and/or verifier qualifications (or willingness to work towards) | | ✓ | Interview |
| 4 | Possess a teaching qualification (or willingness to work towards) | | ✓ | Interview |
| 5 | Good standard of literacy and numeracy. At least GCSE passes grades A-C in English Language and Maths or equivalent | ✓ | | Application/ interview |
| 6 | Possess a current/valid driver's license | ✓ | | Interview |
| EXPERIENCE | | | | |
| 6 | Experience of coaching/developing elite athletes | ✓ | | Application/ interview |
| 7 | Experience of coaching or performing at an international level | ✓ | | Application/ interview |
| 8 | Experience of teaching or instructing | ✓ | | Interview |
| 9 | Experience of working in/leading a team of practitioners to support individual athlete development (such as other working with other coaches, sport science support) | ✓ | | Application/ interview |
| 10 | Experience of supporting and managing diverse groups of students | ✓ | | Interview |
| 11 | Proven experience of motivating students to achieve excellent results | ✓ | | Interview |
| 12 | Experience contextualising and embedding learning to meet specific learning needs | ✓ | | Interview |
| 13 | Evidence of effective use of ICT/ILT in all aspects of work | ✓ | | Interview |
| SKILLS & KNOWLEDGE | | | | |
| 14 | Excellent coaching/teaching and learning skills | ✓ | | Interview |
| 15 | Experience of active learning and assessment methods | ✓ | | Interview |
| 16 | Knowledge of a range of teaching and coaching methodologies and the ability to utilise these effectively within a variety of contexts | ✓ | | Interview |
| 17 | Work flexibly and to deadlines | ✓ | | Interview |
| 18 | Excellent planning, administration and organisational skills | ✓ | | Interview |
| 19 | Communicate effectively to a diverse range of stakeholders at all levels | ✓ | | Interview |

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|-------------------|--|---|--|-----------|
| 20 | Work autonomously and as a part of a cross-curricular team | ✓ | | Interview |
| 21 | Provide clear and formative feedback on academic and pastoral issues | ✓ | | Interview |
| BEHAVIOURS | | | | |
| 22 | Work effectively with colleagues as part of team | ✓ | | Interview |
| 23 | Motivate and relate with student-athletes from a range of different cultural backgrounds | ✓ | | Interview |
| 24 | Comply with professional standards at work | ✓ | | Interview |
| 25 | Show commitment to the improvement and maintenance of standards | ✓ | | Interview |
| 26 | Promote the College's equal opportunities policy and practices | ✓ | | Interview |
| 27 | Ensure the safeguarding of students | ✓ | | Interview |

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. The Leicestershire College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. The Leicestershire College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in **July 2019** and may be amended in light of changing circumstances following discussion with the post holder.

11. Job Description Agreement

| | | | |
|-----------------------------|--|-------------|--|
| Job Holder Signature | | Date | |
| Manager Signature | | Date | |