

Job Description	
<b>Role</b>	Sports Development Coach
<b>Salary</b>	The UCL Academy Pay Scale 4, Spine point 7 Actual Salary: £21,092.74
<b>Reporting to</b>	Curriculum Leader of PE
<b>Contract:</b>	Fixed until 31 August 2021 in the first instance with likelihood of extension

### Job Purpose

- To plan and deliver safe enjoyable ability specific coaching sessions to students at the Academy that are both structured and progressive.
- To coach student athletes in game strategies and techniques to prepare them for competition and games.
- To motivate student athletes to develop an appreciation of the sport.

### Main Responsibilities

- To deliver sports coaching sessions appropriate to the age and ability of the participants.
- To assist and oversee personal study sessions and assist with KS4 lessons when requested.
- Attend organisational meetings for team prospects and encourage potential athletes to participate in particular sports.
- Aid in the assessment of player's skills and assign team positions; observe players, during competition and practice to determine the needs for individual or team improvement.
- Aid in the determining game strategy based on the team's capabilities.
- To produce and evaluate session plans for all activities under supervision of senior staff.
- Undertake training in order to be able to carry out risk assessments and report any incidents / accidents to the Academy immediately.
- To take payment for activities as appropriate and deliver back to the Academy finance team with records to back up payments made.
- Aid in the supervision of students in locker rooms at home and away games and ensure appropriate behaviour.
- Check and secure all office, storage room, outside doors, locker rooms and all lights after last player leaves after games and practices.
- To ensure that all Academy sports equipment is in good working order and assembled properly – to report to the PE team if any equipment that needs attention.
- To ensure that the Academy's Codes of Conduct are adhered to.
- Coach and instruct players, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
- To keep up to date registers for all activities and liaise with Attendance Office where necessary.
- To assist in the cross promotion of Academy activities.
- To attend training courses continuing professional development as required.
- To adhere to National Governing Body (FA) guidelines.
- Any other task which is deemed necessary by the Academy as it grows, including cover requirements.
- Mentoring students to help improve both engagement and attendance.

**General - The post holder will be required to:**

- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Adhere to the Academy's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible
- Be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- Work in accordance with the Data Protection Act and GDPR legislation.
- Uphold the Academy's policy in respect of safeguarding and child protection matters.
- Provide a healthy and comfortable working environment, smoking is strictly prohibited.
- This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the Academy. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post. Management reserves the right following consultation to make changes to the job description.
- The job purpose and key statements remain indicative and by no means exclusive – given the evolving needs of the Academy, flexibility among staff is very important.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

<b>Job Specification Sports Coach</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>- Minimum 5 GCSEs at grade C and above including English and Maths. Qualification in SEBD/SEN.</li> <li>- Experience of working in an inner city school.</li> <li>- First Aid trained or willing to be trained</li> <li>- A Level 1 coaching qualification</li> </ul>	<ul style="list-style-type: none"> <li>- A sport based degree or have played sport to a high level</li> <li>- Aspirations to teach PE or progress along a coaching pathway</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>- Have of working in schools, ideally a secondary school</li> <li>- Be able to lead and role model on delivery of school ethos and delivery</li> <li>- Have relevant experience of working in comprehensive and multi cultural environment</li> <li>- An excellent understanding of school management issues</li> <li>- Familiarity with at least one of our main sports (Football/Cricket/Rugby/Netball)</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of developing external links</li> <li>- A level 2 coaching qualification</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>- The ability to work within a team towards common goals.</li> <li>- To set standards and model good practice.</li> <li>- The ability to communicate effectively with a range of potential audiences.</li> <li>- Proven consultation and negotiation skills.</li> <li>- High level ICT skills both to support learning and administration.</li> <li>- High level of communication skill and the ability to adapt style and approach to a diverse range of circumstances and people (e.g. parents and students, external bodies and work colleagues)</li> <li>- Ability to be reflective and driven towards self-improvement</li> <li>- Excellent administrative and organisation skills</li> </ul>	<ul style="list-style-type: none"> <li>- Good understanding of the use of new and emerging technologies in supporting teaching and learning</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>- Commitment to the Academy's vision and ethos.</li> <li>- Commitment to a high profile presence in and around the Academy.</li> <li>- The ability to manage oneself, including time management, professional direction and an ability to work as part of a team under pressure.</li> <li>- Willingness to be flexible in the designated role helping to evolve it for improvement, through negotiation.</li> <li>- Able to deal with issues and difficult situations assertively, utilising tact and diplomacy to sensitively diffuse emotionally charged situations.</li> <li>- Energetic and enthusiastic</li> <li>- Evidence of a commitment to equality of opportunity and social inclusion.</li> <li>- Able to deal with others with empathy and sensitivity.</li> </ul>	<ul style="list-style-type: none"> <li>- A willingness to take on new responsibilities and develop new skills and continuous professional development</li> <li>- A UK's driving licence</li> </ul>

	<ul style="list-style-type: none"> <li>- Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.</li> <li>- Appreciate the balance between the academic and social development of young people, needed to create an outstanding school.</li> <li>- Have qualities which earn the respect of students, staff parents and governors.</li> <li>- Be able to relate to young people in a positive and constructive way and inspire them to achieve more than they think possible.</li> <li>- Reliable and punctual.</li> <li>- Commitment to the safeguarding and welfare of all students</li> </ul>	
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This post is classified as having substantial access to children and appointment is subject to an enhanced DBS police check of previous criminal convictions. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_