

JOB DESCRIPTION

JOB TITLE: Community Schools Coach (Full time, fixed term)
DEPARTMENT: CITC
REPORTS TO: School Sport Coordinator
LOCATION: City @ Home
DATE: April 2017

Job purpose

City in The Community Foundation are looking for a full-time community coach to assist with the delivery of the School Sports Programme. This position will be 37.5 hours per week.

Applicants must possess a passion for sport and ideally have experience of working within a school environment delivering towards the national curriculum. They should also have the desire to develop their own skills and knowledge in a high performance working environment.

The full-time role will consist of planning and delivering practical sports sessions in both a school and community environment. As well as delivering outstanding sessions, the successful applicant will also be expected to maintain and develop excellent relationships with schools and with the wider CITC team.

This is a fantastic opportunity for a candidate looking to progress their sports coaching career and to gain valuable experience working within a Premier League Community Foundation.

Key responsibilities

- To plan and deliver sports coaching in a variety of community settings.
- To effectively and comprehensively quality assure their delivery, working alongside the project management team.
- To attend any internal/external training provided by CITC.
- To support the development of partnerships with CITC stakeholders and ensure positive relationships are developed and maintained.

General responsibilities

- Compliance with Club policies
 - Compliance with the Club's Health and Safety, Child Protection and Safeguarding procedures
 - To undertake such other duties as may be reasonably expected
 - To maintain professional conduct at all times
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Key Relationships

- City in the Community Staff
- School Sport Manager
- School Sport Officer
- Partner Schools

Scope of job

The Community Schools Coach role is a front-line delivery role, interacting with participants in a school environment, teachers, wider staff and senior management teams in partner schools. The Community Schools Coach will be encouraged to learn on the job and become familiar with CITC processes and projects as well as becoming an integral part of a team. The community coach should aim to develop their skills as much as possible attending any internal or external training that is provided.

Person Specification

Job Title: Community Schools Coach

Department/Location: CITC

Knowledge
<p><u>Essential</u></p> <p>The successful candidate must have knowledge of delivering inclusive and age appropriate coaching sessions in a variety of sports. They should also have experience of planning outstanding lessons and how to differentiate sessions to meet individual learning needs.</p> <p><u>Desirable</u></p> <p>The successful candidate should have previous experience of delivering teacher CPD and pupil assessment and working towards the delivery of the national curriculum in England.</p>
Technical/work-based skills
<p><u>Essential</u></p> <p>The successful candidate must have a minimum of a Level 2 NGB Coaching Qualification. They must be competent in the use of I.T and Email and hold a full clean driving license.</p> <p><u>Desirable</u></p> <p>It would be desirable if the candidate held coaching qualifications in a variety of different sports. The successful candidate would also benefit from holding the AfPE Level 3 course in Supporting Physical Development & Physical Activity in the Early Years</p>
General skills and attributes
<p><u>Essential</u></p> <p>Due to the demands of this role, successful candidates must demonstrate the following behaviours:</p> <ul style="list-style-type: none"> • Good communication skills including a variety of delivery styles as they will be expected to deliver in a variety of settings. • Candidates should be adaptable as they will have to work with a variety of ages and abilities when delivering sessions. Sessions will therefore need to be adapted to meet the needs of the group. • Candidates should have good organisation skills as they will be expected to manage their own schedule and pre-plan sessions. Time management, planning and reflective practice are all key elements of the role.

- Candidates will need to demonstrate the ability to work individually, with fellow CITC colleagues and other department within the club to ensure the highest standards

Desirable

It would be desirable if the successful candidate had good presentation skills as sometimes they will be expected to deliver classroom sessions in primary schools and professional development events for teaching professionals and colleagues.

Analytical skills would be desirable for reporting on projects and completing the monitoring and evaluation of sessions.

Experience

Essential

The successful candidate will have experience of working with children and young people or various groups within the community. Experience of delivering in a school setting and working towards the national curriculum.

Desirable

It would be desirable if the successful candidate had previous experience of coaching in a variety of sports, working under a thorough Safeguarding policy and some experience of delivering training and development for colleagues.

Qualifications

Essential

Candidates will need to have gained a minimum of a Level 2 Coaching Qualification.

Desirable

It would be desirable if the successful candidate had attained a sports related qualification in more than one sport or the AfPE Level 3.