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**JOB DESCRIPTION AND PERSON SPECIFICATION**

**Job Details**

**Post:** Football Academy Apprenticeship Coach

**Grade:** Pay Scale Range Points: MA2 – MA3 £13,660 - £16,912

**Responsible to:** Curriculum Manager

**Key Purpose:** To Support the Academy Coach in the planning, delivery and fixutres for the Bath College Football Academy

**Specific Responsibilities**

1. **To support and deliver high standards of football training sessions and to attend all fixtures and training sessions**

* To assist the Football Academy Coach in planning and delivering coaching sessions.
* To support the recruitment and retention strategy to improve the growth and quality of the football academy provision.
* To play an active role in the new personal development framework programme to increase particatipation in all sports.
* To asssit in the organisations of fixtures, referees, and kit ready for match day.
* To comply with the league regualtions by submitting results and player information by the deadline.
* To support the sports lecturer team with practical requirements including setting up the practical sessions and assisting in the delivery.
* To work pro-actively to forward the success and vision of the department and the College.

1. **To be responsible for creating and maintaining a safe working environment.**
   * To observe and keep aware of Health and Safety documentation and procedures in line with College Policy.
   * To undertake classroom/pratical risk assessments if required

1. **To be accountable for the coordination and delivery of the football sessions whilst ensuring a timely completion of the apprenticeship.**

* Attend AOC conferences where possible with the Academy Coach.
* Plan, coordinate and deliver football participation and engagement programmes for students and the community in line with the college strategic plan.
* Assist the coach in training sessions and match days
* To complete the apprenticeship programme timely and take responsibility in building evidence of reflective accounts
* Write small reports on Match fixture results which are to be shared with the media team
* Promote the Football academy using College Media
* Input fixture results and player information according to the league requirments and ensure that this is complete timely
* Ensure Match kit is prepared and ready for all fixtures
* Attend all open days and parents evening
* Undertake continued professional development (e.g. FA Level 2 Coaching, ) and goal setting, and commit to enhancing your employability skills
* Support and assist lecturing staff in the delivery of pratical sessions

1. **To attend appropriate strand meetings and share football successes:**

* The course teams, participate in other designated teams, and department team meetings, to implement effective quality improvement plans, and undertake marketing activity for the department where appropriate.
* External agencies e.g. employers
* To attend Open Evenings and Taster Days held periodically through the year.
* To participate in regular course team meetings.

1. **Safeguarding Responsibilities:**

* Demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College Policy.
* To comply with the Risk assessment procedures for trips, visits and fixtures.

1. **Other Responsibilities:**

* Assist with the implementation of the strategic plan to improve retention and recruitment.
* To undertake other additional duties, consistent with the role as may be deemed appropriate by your line manager.

**Professional Conduct**

**As an Apprentice football coach you will be expected to:**

* Start training sessions on time
* Give good notice of any absence in line with the College’s Absence Management Policy.
* Keep up to date with developments in their subject area
* Keep accurate and up to date registers
* Adhere to general standards of conduct embodied in College policies and procedures (e.g. health and safety, equality and diversity etc.)
* Be involved in the College’s quality assurance arrangements (Induction, Coaching observations, Appraisal and gathering/analysing feedback from your students with a view to implementing continual improvement to your course on an ongoing/annual basis.)
* Work on a range of performance indicators relevant to the service provided, in order to ensure continuous quality improvement.
* Participate in the College’s Performance Appraisal system.
* To participate in annual training on key issues such Safeguarding and Equality and Diversity.
* Make the most efficient and effective use of human, financial and material resources.
* Participate in the development of a responsive customer centred approach to service delivery.
* Be involved in any Inspection of the College by OfSTED and other bodies.
* Ensure compliance with all College policies, procedures and regulations and assist in the implementation of decisions of the Corporation.
* To work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the College.

**General**

**1** Within the limitations set out in your contract, working hours are flexible and can be subject to variation depending upon curriculum needs. They may, for example, include weekends and evenings. It is expected that holiday entitlement should be taken at times convenient to the curriculum offer.

1. This job description is current at the date shown below. In consultation with you and your trade union representatives if requested, it is liable to variation to reflect or anticipate changes in, or to, the College environment.
2. This document outlines the duties required, for the time being, of the post. It is not a comprehensive or exhaustive list and the Head of Department may vary duties, from time to time, which do not change the general character of the job or the level of responsibility entailed.

**On appointment:**

* You will be expected to work towards your level 2 Football Coaching course and Safeguarding course.
* Failure to do so will be regarded as a breach of contract.

Date: July 2020

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| **Attributes** | **Essential**  **Person Specification**  **Post:** Football Academy Apprenticeship Coach | **Desirable** | **Required Evidence** |
| Qualifications | GCSE (or equivalent)Maths and English at Grade 3 or above | Level 1 and Level 2 Football Coaching qualification | Verification of qualifications (candidates to bring originals to interview) |
| Knowledge | Demonstrate e-literacy and competence in using the Microsoft Office Suite  Demonstrate an understanding of and commitment to fulfilling quality assurance requirements of awarding bodies and the College.  Technical knowledge of football and coaching  Understanding of sport/football development within the FA and FE environment  Knowledge of equality and diversity relating to sporting provision  Good written and verbal communication, competent IT and social media skills | Demonstrate a broad knowledge of issues within the FE Sector.  Demonstrate knowledge of Heath & Safety in a service orientated organisation.  Basic understanding of the importance of delivering quality sessions and the impact this will have on recruitment and retention  Knowledge & understanding of the FE sector deriving from significant time spent studying within a sixth form/college | Application form  Formal face to face interview |
| Experience | Demonstrate proven evidence of delivering good coaching sessions  Demonstrate the ability to be a team player but able to work independently efficiently  Demonstrate proven experience of taking initiative and being hardworking and reliable  Demostrate the ability to take on responsibility effectively  Demonstrate prove experience of being organised, adaptable and able to forward plan | Demonstrate proven experience of planning a football season  Experience of mentoring  Demonstrate proven experience of planning and delivering coaching sessions.  Demonstrate the ability to to present to different audiences and communicate messages with impact | Application form  Formal face to face interview  Coaching Plan |
| Skills and Qualities | A passion for all Sport  Enthusiasm to develop football within the FE sector  Energy, commitment and enthusiasm to work evenings and weekends  Demonstrate ability to be self directed with initiative and to be able to solve practical problems with limited supervision  Demonstrate a creative and imaginative approach to all training sessions that develops the team and individual players  Demonstrate ability to prepare effective written and visual coaching materials including the effective use of Information Learning Technology  Demonstrate ability to work as part of a team and to develop and sustain good working relationships with internal and external customers  Demonstrate a strong commitment to equality and Diversity and how it affects the practical environment | Demonstrate the Ablity to present to different audiences and communicate messages with impact  Demonstrate Effective and innovative user of Social Media  Demonstrate persuasive and powerful communicator, able to influence others and able to facilitate group discussion  Approachable, empathetic and inclusive in their outlook  Strong leadership skills, looks to inspire others and support their development | Application form  Application form  Formal face to face interview  Coaching Plan  Formal face to face interview  Application form |