

## JOB OUTLINE

<b>Post title</b>	Sports Coach (for Beginners/Intermediate participants as appropriate)
<b>Division / Section</b>	Schools and Community Services
<b>Department</b>	Children and Families
<b>Responsible To</b>	Active Schools Co-ordinator/Sports Development Officer
<b>Number of post holders</b>	Approx 180
<b>Acting up/ Secondment</b>	N/A

### Purpose of Job

Sports coaches are employed in a range of settings/projects and will be required to coach a range of skills relating to a specific sport or physical activity to a variety of school aged children with varying abilities and experience.

### Major Tasks

Design suitable coaching programmes for each level of ability, in line with the recommendations of the relevant national sports governing body.

Enable all participants, no matter their level of ability, have the opportunity to take part

Monitor the progress of participants and reward their achievements.

The post holder will be expected to work before, during or after school hours to fit in with the extra-curricular programme. This includes evenings, week-ends and school holiday periods.

### Job Activities

#### Develop and deliver coaching programmes

Design suitable coaching programmes for each level of ability, in line with the recommendations of the relevant national sports governing body.

Create and deliver suitable lesson plans for coaching school age pupils as part of curricular and extra- curricular school programme(s) in a variety of settings as appropriate.

Ensure that coaching sessions are enjoyable, well-structured and focus on developing skills, decision making and a general understanding of the activity

Ensure that sessions and games are appropriate for the age, maturity, experience and ability of the individual.

Encourage participants to progress through the recognised 'pathways' in the relevant activity.

Enable all participants, no matter their level of ability, have the opportunity to take part

Monitor the progress of participants and reward their achievements.

Develop an appropriate working relationship with participants based on mutual trust and respect.

Fully reflect and evaluate on the session being delivered as a commitment to delivering high standards.

Ensure that all facilities and equipment is suitable for the purpose intended, is safe and in fully working order, setting up and clearing equipment as necessary.

Maintain appropriate safe standards of behaviour among the participants.

Communicate positively with all participants, parents, volunteers, Active School Co-ordinators, Sports Development Officers, Teachers and other school staff.

Promote and explain the links between sports and a healthy/active lifestyle.

Coaches should maintain a positive, professional and supportive attitude at all times

Ensure that appropriate health and safety guidelines are adhered to at all times, for example ensuring the safe and appropriate use of all equipment.

#### Undertake work to support delivery of coaching sessions

Comply fully with all appropriate policies and procedures, e.g. to maintain an appropriate register for all sessions. Report statistics from all sessions through maintaining a class register monitoring pupil attendance.

Attend neighbourhood coaches meetings to feedback on the progress of the extra curricular clubs run by the coach

Work in partnership with Active Schools Co-ordinators and Sports Development Officers on designated projects and events.

Attend coach induction sessions and other training, ie, Child Protection and First Aid as deemed necessary by the Children and Families Department.

Be aware of the City of Edinburgh Council's Child Protection Policy and Procedures

#### **Supervision and Management of People (Numbers and type of staff)**

Will regularly have responsibility for assistant part-time coaches (both paid and voluntary) and student coaches on placement.

## **Creativity and Innovation**

The postholder must create and deliver appropriate lesson plans for each of the levels in each sport. The postholder will also be required to promote or service in a positive manner when liaising with schools, clubs, parents/guardians/carers and others involved in sports coaching and sports development.

Administrative skills to manage the programme and keep records of attendance and progression are required.

The coach must be able to adapt programmes and sessions to the appropriate level required by the participants. The post holder will be encouraged to use their initiative in the post, developing a range of coaching sessions and materials appropriate to the participants. This may include the organisation and administration of tournaments, events and competitions.

## **Contacts and Relationships**

Contacts will include:

- Children and Young People – with whom contact is the main purpose of the post
- Active Schools Co-ordinator
- Head Teacher/Principal Teacher and other school staff
- Assistant Coaches, including volunteers
- Student Coaches
- City of Edinburgh Sports Development Officers
- Parents/Guardians/Carers
- Administrative Staff

## **Decisions (Discretion)**

- Planning of all sessions to ensure that the coaching is conducted in a stimulating and enjoyable manner, to achieve whatever goals are intended.
- Ensuring that each session is carried out in a safe environment.
- Appropriate methods for maintaining discipline
- Organisation of tournaments and other competitions.
- Methods of coaching
- Records of attendance

## **Decisions (Consequences)**

The Sports Coach works with children and young people of all abilities to support them in developing skills in their chosen subject, the ability to develop the sport further if they choose, or play for fun if they like. Taking part in sports also increases the overall health and wellbeing of participants.

## **Resources**

Sports equipment, paper records.

## **Environment – Work Demands**

The postholder will develop their own approach to sessions, within the overall agreed framework. They will also provide continuous supervision to the children and young people in their care.

### **Environment – Physical**

The postholder is required to be physically active for the duration of the session. The duration of the sessions can range from one hour with young children through to three hours with talented pupils.

The postholder will also be required to set up the relevant equipment before the session and store away the equipment at the end of the session.

### **Environment – Working conditions**

The postholder will be required to carry out the session either in a games hall, a synthetic pitch, sports pitches (weather permitting) or a swimming pool.

### **Environment – Work Context**

The work is physical, so there is a requirement for the postholder to take care.

### **Knowledge and Skills**

Applicants must hold a current nationally recognised coaching qualification.

Experience of coaching the relevant sport/activity at the required level would be desirable. Such experience is essential if coaching at an intermediate ~~or advanced~~ level.

Note that increasing levels of qualification and experience are required for the postholder to coach participants at higher than beginner level.

Sports will be taught by a coach: **Beginner and Intermediate**. The appropriate qualification and experience is required for each level.

While the required skills will vary across the different sports, typically the levels will be as follows:

- **Beginners** – participants in the class will have less than one years experience of the sport/activity
- **Intermediate** – participants in the class will have been playing the sport for at least one year and have mastered the basic skills associated with the activity, showing some potential, e.g. teams involved in schools or governing body competition.

### **Organisation Structure (example given – Active Schools Staff)**

