

<b>POST TITLE</b>	<b>MODERN APPRENTICE SPORTS COACH</b>
<b>DIRECTORATE</b>	<b>WIDER ACHIEVEMENT AND LIFELONG LEARNING</b>
<b>SERVICE</b>	<b>SPORT AND PHYSICAL ACTIVITY UNIT</b>
<b>RESPONSIBLE TO</b>	<b>TEAM LEADER</b>
<b>NUMBER OF POST HOLDERS</b>	<b>1</b>
<b>ACTING UP/ SECONDMENT</b>	<b>N/A</b>

### **PURPOSE OF JOB**

Modern Apprenticeships (MAs) offer new entrants to the labour market the chance of paid employment combined with the opportunity to do training relevant to the occupational area. They include the opportunity to gain nationally recognised qualifications that help kick-start a career without having to study full-time. New entrants include school and college leavers, those with no previous work experience and/or vocational qualifications.

As a MA Sports Coach you will be given support and training, enabling you to assist in the provision of a range of support services for professional and office activities to achieve service targets and quality customer care.

This Modern Apprenticeship offers paid employment to a young person living within Edinburgh, with an interest in working in sport.

### **THE WHAT - MAJOR TASKS/JOB ACTIVITIES**

You will be involved in the Council's Modern Apprenticeship Scheme and will be supported to learn how to undertake the following tasks:

- Working as part of a team to develop sporting opportunities for all children and young people in Edinburgh
- Production and handling of documents (including promotional material, letters and emails to parents of participants)
- Maintaining efficient communication systems such as email and social media
- Supporting the delivery of sports and physical activity coaching sessions to school age children including those with Additional Support Needs
- Using ICT to complete tasks
- Other duties as required

### **THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)**

You will be under the direct supervision of professional staff including Active Schools Coordinator, Sports Development Professional, Physical Education teacher, who will be responsible for supporting you to undertake your day to day on-job activities and will help you to identify and complete your on-job training.

You will be in regular contact with the Modern Apprentice team in the Council in reference to your progress towards your MA qualification.

You will have a mentor supporting your professional and personal development goals.

Your learning will be supervised by an MA assessor.

You will be in daily contact with professional staff within the Council.

You may be in daily contact with members of the public, supporting delivery of physical education, sport and physical activity sessions to school age children including those with Additional Support Needs.

You will be supported to make decisions in relation to your Modern Apprenticeship programme and these will include:

- Determining your learning style
- Agreeing appropriate MA optional units to ensure progress within your vocational qualification
- Prioritising of tasks delegated to you by your workplace supervisor/s, college tutors and/or MA assessor.

You will have a good standard of education: National 4 or 5s or equivalent.

Modern Apprentice Sports Coaching - Grade 2.

### **ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)**

You will be working under the direction of a supervisor and will be supported to carry out tasks with increasing efficiency and proficiency as your competence within the role grows. You will be supported to progress within your skills area and apply your MA learning to workplace situations.

You will be required to follow processes and procedures and a supervisor will always be available to provide advice and direction. You will also be expected to contribute to apprentice forums and participate in case-studies.

You will be based within a school or schools, and a key part of your role, with support and training, will be to assist with the delivery of PE lessons and sports/physical activity coaching sessions to school age children including those with Additional Support Needs. There will be a requirement to work outside for no more than 30% of the time to support the delivery of some sessions.

### **SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)**

You are not required to supervise or manage others and will be under the direct supervision of a workplace supervisor.

### **RESOURCES**

You will use a variety of ICT equipment in an office environment and support will be provided to ensure that the environment meets your needs.

You will have access to information (electronic and hardcopy) and will be shown how to ensure this information is handled correctly and stored appropriately.

You will be responsible for ensuring that your portfolio and other training materials related to your MA are kept up to date, in good order and available for assessment and/or verification when requested.

### **HEALTH AND SAFETY**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.