

KEPIER



JOB DESCRIPTION

Job Title: Assistant Academy Football Coach

Salary Scale: dependent on experience and will be agreed at interview. It will be in the range of the NJC Scale between points 28–33 i.e. £25,463 - £29,909.

Permanent Contract

Starting on: 29/10/2018 or as soon as possible

Contractual hours: 37

Weeks per year: 52

Hours to be worked: as directed by the Principal

Disclosure level: Enhanced

Kepier are looking to recruit a self-motivated, committed, confident, enthusiastic individual to join our school in the role of Assistant Football Coach within the Kepier Elite Football Academy (KEFA)

The successful candidate will be required, in conjunction with the lead coach to:

- Prepare, plan, implement and deliver a relevant and differentiated programme to players of all ages.
 - Provide regular updates on all KEFA activity and player progress to the School Leadership Team (SLT).
 - Maintain relevant football coaching qualifications alongside Emergency First Aid qualification.
 - Organise fixtures where appropriate for the development of players.
 - Ensure all players receive performance reviews in line with the school reporting systems.
 - Monitor and support the overall progress and development of the learners within KEFA.
 - Facilitate and encourage a positive learning environment which provides learners with the opportunity to achieve their individual potential.
 - Contribute to raising standards of learner attainment.
 - Recruit and retain players.
 - Communicate the schools safeguarding framework, including welfare in ensuring compliance with safeguarding policies and exit and release strategies.
 - Understand the importance about health & safety principles and practice.
-

Person Specification:

- **Holder of an up to date UEFA B Licence and FA Youth Awards**
- **Current DBS certification (Enhanced)**
- **Ability to work as part of a team and on own initiative**
- **Excellent interpersonal skills**
- **Availability for flexible working hours**
- **Able to communicate effectively at all levels**
- **Adaptable to work to the demands of the job and needs of the players**
- **Dedicated to self – improvement and personal development**

- Good IT and presentation skills
- Willing to follow and promote the KEFA philosophy
- Experience of leading and managing a team
- Understanding of the requirements to play professional football at all levels
- Be an honest and clear communicator, displaying a high level of confidentiality and transparency
- Is receptive to feedback about own behaviour, strengths and areas for improvement relating to academy coaching activities

Desirable:

- UEFA A Licence
- Experience within professional football
- Coach Education
- Teaching qualification

Principle Duties:

Operational/ Strategic Planning:	<ul style="list-style-type: none"> • To assist with the development of all players within KEFA. • To assist in monitoring and following up learner progress. • To work with colleagues to formulate aims and objectives for the KEFA which have coherence and relevance to the needs of learners and to the aims and objectives of the school. • To assist in the management of the business planning function of KEFA, and to ensure that the coaching plan reflects the needs of the learners and the aims and objectives of the school. • To assist in the development of appropriate syllabuses, resources, coaching plans and strategies for KEFA. • To assist with the evaluation of KEFA and devise/implement a development plan for further improvement. • To contribute to the whole school's planning activities.
Curriculum Provision:	<ul style="list-style-type: none"> • To liaise with the Lead Academy Coach to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective programme which complements the school's strategic objectives.
Curriculum Development:	<ul style="list-style-type: none"> • To support development within KEFA. • To keep up to date with national developments in the subject area and coaching practice and methodology. • To actively monitor and respond to any developments and initiatives at national, regional and local levels.
Staff / Personal Development: Recruitment / Deployment of Staff:	<ul style="list-style-type: none"> • To take part in the school's staff development programme by participating in arrangements for further training and professional development. • To continue personal development in the relevant areas including subject knowledge and coaching methods. • To engage actively in the appraisal review process. • To promote teamwork and to motivate staff to ensure effective working relations.

Quality Assurance:	<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems. • To help to establish common standards of practice within KEFA and develop the effectiveness of coaching and learning styles. • To contribute to the school procedures for lesson observation. • To implement school quality procedures and to ensure adherence to those within KEFA. • To seek/implement modification and improvement where required within KEFA.
Management Information:	<ul style="list-style-type: none"> • To assist in the use of analysis and evaluation of performance data. • To help to produce reports within the quality assurance cycle. • To assist in the production of reports on performance. • To maintain appropriate records and to provide relevant accurate and up-to-date information for registers, etc. • To complete the relevant documentation to assist in the tracking of learners. • To track learner progress and use information to inform coaching and learning.
Communications:	<ul style="list-style-type: none"> • To help ensure that all members of KEFA are familiar with its aims and objectives. • To ensure communication is effective with the parents of learners as appropriate. • Where appropriate, to communicate and co-operate with external agencies. • To support and follow agreed policies for communications in the school.
Marketing and Liaison:	<ul style="list-style-type: none"> • To take part in marketing and liaison activities such as open evenings, parents' evenings, consultation days and liaison events with partner schools. • To contribute to the development of links with external agencies.
Management of Resources:	<ul style="list-style-type: none"> • To contribute to the process of the ordering and allocation of equipment and materials. • To assist the school to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and the learners.
Pastoral System:	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of learners. • To promote the general progress and well-being of individual learners • To register learners and encourage their full attendance at all sessions and their participation in other aspects of school life.

Coaching:	<ul style="list-style-type: none"> • To evaluate and monitor the progress of learners and keep up-to-date learner records as may be required. • To alert the appropriate staff to problems experienced by learners and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of learners and with persons or bodies outside the school concerned with the welfare of individual learners, after consultation with the appropriate staff. • To contribute to PSHCE and citizenship and enterprise according to school policy. • To apply the behaviour management systems so that effective learning can take place. • To undertake a designated programme of coaching. • To ensure a high quality learning experience for learners which meets internal and external quality standards. • To use a variety of delivery methods which will stimulate learning appropriate to learner needs and demands. • To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality and behaviour. • To undertake assessment of learners as per school procedures. • To mark, grade and give written/verbal and diagnostic feedback as required.
Other Specific Duties:	
<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and learners to follow this example. • To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To comply with the school's health and safety policy and undertake risk assessments as appropriate. • To carry out duties with full regard to the school's equal opportunities policy. • To undertake any other duty as specified by STPCB not mentioned in the above. • To promote and safeguard the welfare of the children and young people that you are responsible for or come into contact with. • All staff are expected to undertake First Aid Training and be a 'First Aider' as and when required. • All staff are expected to undertake Fire Warden Training and be a 'Fire Warden' if required. 	

Responsible to: Lead Academy Coach / SLT

Responsible for: Learners within KEFA

Liaising with: Department Leader of PE, SLT, teaching/support staff, external agencies and parents.

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by management to reflect changes in the job which are commensurate with the salary and job title.
- 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.
- Employees are expected to be courteous and supportive to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Safeguarding

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children's Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

Signed (Employee)..... **Date**.....

Signed (Principal)..... **Date**.....