

# Hereford Sixth Form College

## Job Description

**Job Title:** Lead Sports Coach

**Name:**

**Line Manager:** Head of Physical Education

**Full-Time/Part-Time:** Fixed Term

### General scope of this role:

- To coach a group of 16 – 19 year olds of mixed ability, delivering a programme focused on team and player development, as well as enthusing and engaging students to encourage regular participation.
- To administer high quality coaching for 16-19 year olds at Hereford Sixth Form College, enabling individuals to develop according to their abilities and encouraging them to sustain activity levels.

### Principal Responsibilities

- ❑ Lead Sports Coach will formulate and develop a vision for the game of their designated sport in a college with a strong sporting reputation both locally and nationally. The Lead Sports Coach will create an ambitious short and long-term development plan to ensure all students have the best possible opportunity to progress with the sport.
- ❑ Organising and providing coaching opportunities.
- ❑ Liaising with Hereford Sixth Form College staff and the Head of Physical Education (HSFC) for successful implementation/delivery.
- ❑ Guiding and encouraging 16-19 year olds to make appropriate decisions about further participation in sport at a level appropriate to their ability.
- ❑ Communicate effectively with students both during sessions and via notice-boards, text, email and other members of staff.
- ❑ To conduct themselves in a responsible and appropriate manner at all times, with regard to behaviour, language, and dress in accordance with college policies namely Code of Conduct.  
**Please note: this relates to time spent away from HSFC and in any environment where students may be present.**
- ❑ To conduct themselves and players in a responsible and appropriate manner on Social Media streams with regard to photos uploaded, language and content.
- ❑ Encourage all players not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.

- ❑ Keep **full** records of attendance
- ❑ To referee fixtures where required and appropriate
- ❑ Identify the needs of individual groups.
- ❑ Work closely with other partners to co-ordinate competition and external opportunities. Initiating these where appropriate.
- ❑ Work with priority groups to ensure equitable access of delivery.
- ❑ Work with other partners to help monitor the impact of delivery and healthy lifestyles.
- ❑ Have monitoring and evaluation systems in place.
- ❑ Help forge school club links.
- ❑ Be pro-active with the ability to act on your own initiative
- ❑ To ensure safe practice in all areas of work in accordance with the Health and Safety legislation and the required health, safety, welfare and supervision of participants throughout the session including child protection and safeguarding policies are adhered to.
- ❑ To effectively co-ordinate the storage, upkeep and use of all relevant kit and equipment and to carry out appropriate checks on kit, equipment, venues and facilities and report any faults in line with policy and procedure.
- ❑ To carry out all monitoring and evaluation required.
- ❑ Be committed to issues of equal opportunity and diversity and be able to incorporate these in your everyday work.
- ❑ To ensure high standards of customer care and a quality service at all times.
- ❑ To administer the necessary procedures for any incident or accident that occurs to any participant under supervision.
- ❑ To undertake any necessary training.
- ❑ To carry out any other reasonable task commensurate with the role

Signed:

(Principal)

Print name:

Date:

I acknowledge that I have seen and received a copy of the above Job Description

Signed:

Print name:

Date: