

## TENDRING DISTRICT COUNCIL

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| <b>JOB DESCRIPTION</b> |
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**Job Title:** Sports Coach

**Post No:** 20001002

**Department:** Place and Economy – Economy, Culture & Leisure

**Reports to:** Ass. Manager – Group Sports Courses

**Grade:** Level 1, SCP 18

GAI (Gymnastics Activity Instructor), SCP 25

Level 2-3, SCP 29 (Career Graded)

### 1. JOB PURPOSE

To lead and coach in various sports sessions from pre-school to advanced level. Coaches will be expected to assess students in line with awarding body and will be responsible for the level one coach, should they be assisting.

### 2. JOB ACTIVITIES

- To project a friendly and helpful image to customers by adopting the highest standards of customer care.
- To coach sessions to a consistently high standard, providing clear demonstrations and explanations.
- Deliver lessons that are safe, fun and progressive.
- Complete registers, lessons plans and assessments of participants using tablets.
- Assisting with the assessment process (award scheme and skills matrix)
- To liaise with external parties adhocly.
- To actively promote sessions.
- Providing parental feedback where required.
- Setting up/down of equipment and cleaning of equipment as required.
- Level 2 or GAI to act as the lead, should a Level 1 coach be assisting the session.
- All staff shall be responsible for achieving the CPDs required to maintain their qualification for which reasonable and agreed travelling expenses may be claimed.
- Fully participate and engage in ongoing training, CPD and courses required
- Demonstrate a flexible working attitude.
- To work within the guidance of the NGB (National Governing Bodies) sport.
- Level 1 qualified Sports Coaches will assist with the lesson delivery and are expected to follow instructions from the Level 2 sports coach or GAI who delivers the lessons. Or is able to deliver a Sports Coached lesson under the guidance of the Level 2 Sports Coach or GAI.
- Other duties may be required from time to time to assist in the efficient operation of the department.

### 3. SUPERVISION AND RESPONSIBILITIES

Communicate with customers, other departments including finance and Human Resources if instructed by the Centre or Ass. Managers. The work is varied and may involve changing rapidly from one task to another during the working day often under pressure and to deadlines.

The post holder should work under their own initiative and be expected to organise staff under their control. The post holder will not be required to train staff under their supervision.

The post holder should seek the advice of the Centre or Ass. Managers on difficult or contentious issues.

#### **4. CORPORATE RESPONSIBILITIES**

Must contribute to high quality management standards and best practice across the service, reflecting the values of the Council and provide, through positive example, a clear sense of direction and purpose to employees.

Maintain a constant focus on service improvement within the Council seeking continuous improvement in reducing costs, increasing efficiencies and looking for alternative delivery methods e.g. shared services.

You are required to promote, apply and adhere to the Council's HR and ICT policies, procedures and schemes, financial and contract regulations, delegated powers, the Data Protection Act and the Freedom of Information Act.

#### **5. SPECIAL CONDITIONS**

- The post holder may be required to work on a shift basis. Weekend, evening and early morning duties may be required. They will also be required to cover periods of sickness and annual leave, sometimes at short notice in order to meet the needs of the business.
- The post holder must comply with legislative requirements of health, safety and welfare ensuring good practice standards at all times.
- To ensure proper adherence to the Council's Grievance, Disciplinary, Capability, Harassment and other personnel policies and procedures.
- Take all possible reasonable steps to create a harmonious working environment using consultation, effective communication and team working techniques.
- Wearing of staff uniform and safety clothing as provided by Tendring District Council
- Be prepared to work at any sports facility for and on behalf of Tendring District Council as required.

## TENDRING DISTRICT COUNCIL

### PERSON SPECIFICATION

**Job Title:** Sports Coach

**Post No:** 20001002

#### PROFESSIONAL & TECHNICAL DEVELOPMENT

*It will help the assessment of your application if you ensure it addresses how you meet each of the requirements set out in this document. If appropriate, please set out the actions you are willing to take to close any gaps.*

- Level 1, 2 or 3 coaching qualification for Gymnastics or Gymnastics Activity Instructor (GAI)
- Recent (within the last 12 months) CPDs
- Experience and demonstrable success in developing a sports programme working within a National Plan or similar
- Ability to use a computerised system for data input

#### COMPETENCY REQUIREMENTS

*The following competencies will be used in making the initial selection decision:*

##### **2.1 Working with People**

- a. Demonstrates an interest in and understanding of others
- b. Adapts to the team and builds team spirit
- c. Recognises and rewards the contribution of others
- d. Listens, consults others and communicates proactively
- e. Supports and cares for others
- f. Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses

##### **6.2 Delivering Results and Meeting Customer Expectations**

- a. Focuses on customer needs and satisfaction;
- b. Sets high standards for quality and quantity;
- c. Monitors and maintains quality and productivity;
- d. Works in a systematic, methodical and orderly way;
- e. Consistently achieves project goals.

##### **6.3 Following Instructions and Procedures**

- a. Appropriately follows instructions from others without unnecessarily challenging authority
- b. Follows procedures and policies
- c. Keeps to schedules
- d. Arrives punctually for work and meetings
- e. Demonstrates commitment to the organisation
- f. Complies with legal obligations and safety requirements of the role.

## **7.1 Adapting and responding to change**

- a. Adapts to changing circumstances
- b. Accepts new ideas and change initiatives
- c. Adapts interpersonal style to suit different people or situations
- d. Shows respect and sensitivity towards cultural and religious differences
- e. Deals with ambiguity, making positive use of the opportunities it presents

## **7.2 Coping with Pressures and Setbacks**

- a. Works productively in a high pressure environment
- b. Keeps emotions under control during difficult situations
- c. Balances the demands of a work life and personal life
- d. Maintains a positive outlook at work
- e. Handles criticism well and learns from it.

## **8.1 Achieving personal work goals and objectives**

- a. Accepts and tackles demanding goals with enthusiasm
- b. Works hard and puts in longer hours when it is necessary
- c. Identifies development strategies needed to achieve career goals and makes use of development or training opportunities
- d. Seeks progression to roles of increased responsibility and influence.

*The Post-holder should note that there are other competencies relevant to this role which may be used in the ongoing appraisal of the post-holder. Please refer to the full Universal Competency Framework on the Council's Intranet.*

*Applicants should also take note of the requirements of the Career Grade for this post. The Career Grade details additional requirements that will be used to determine the pay rate on appointment and in the management of performance and pay progression after the appointment.*

*In the case of the appointment of an individual who holds a level 1 coaching qualification, under the requirements of the NGB, they will be required to use the title "Sports Coach Assistant" until they complete their level 2 qualification or above.*