

# Kirklees Council

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**DIRECTORATE:** CHILDREN AND ADULTS

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**JOB TITLE:** SPORTS COACH

**GRADE:** 6 (SCP 18 – 21)

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## **ABOUT THE SCHOOL**

Schools/Colleges are providers of education, and extended learning services, all of which benefit pupils, parents and the local community. The school/college is a diverse employer that encourages the development of its staff who in turn deliver quality services to pupils and parents whose expectations are constantly rising both in terms of better services and access to them. Employees feel that they are contributing to the local community and making a difference to people's lives whilst working in a dynamic, fair and flexible environment.

You will be expected to carry out your duties in line with the School's/Local Authority's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, contract of employment, induction, ongoing performance management and through School communications.

## **ABOUT THE JOB**

As the Sports Coach you will take a leading role in the development and delivery of activities, events and programmes aimed at increasing and supporting sustainable participation in sport and physical activity in Kirklees. A multi-agency approach is important and you will need to establish good communications, not just between key partners, but all stakeholders.

You will be expected to support the delivery of schemes, campaigns, events, courses and activities aimed at increasing the number and variety of sustainable opportunities for children and reducing inequalities.

Working in partnership with appropriate internal and external agencies, you will need to establish contact with individuals, community groups and organisations to promote interest and involvement with sport and physical activity opportunities.

You will lead, coach or supervise sessions as appropriate and required, in order to deliver the programme of activities, ensuring they are of the highest possible standard and comply with Health and Safety Standards, as well ensuring the Service's policies and procedures are adhered to.

You will be responsible for the issue, return, transportation and safe storage of equipment in school.

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You will maintain and support the development of administration procedures associated with your area of work in order to ensure appropriate information is available to produce quarterly reports. Performance management is key to ensuring that impact and quality can be demonstrated, and that performance indicators are met. You will undertake/assist in the preparation of quarterly reports as appropriate, and provide information to the Headteacher and Senior Leadership Team annual reports.

You will be expected to monitor, evaluate and review schemes and activities as appropriate to ensure continuous improvement.

You will be expected to carry out your duties in line with the Council's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development and through Council communications.

As part of your wider duties and responsibilities you are required to promote and actively support the School's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. Please click [here](#) to read our safeguarding policy.

Alternatively go to:

<https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

## **KEY RESULT AREAS/OUTCOMES**

- Effective and efficient sustainable programmes of activity are organised and delivered to meet local need.
- Participation increases in sport and physical activity with key target populations and community groups.
- Health and wellbeing of individuals and communities is improved through improved access and availability of sport and physical activity initiatives.
- Individuals and communities are supported to develop and deliver activity programmes.
- Effective partnership working takes place working together to meet joint priorities with appropriate delivery.

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**RESPONSIBLE TO:        HEADTEACHER**

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**RESPONSIBLE FOR:     NONE**

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## COMPETENCIES

In order to be shortlisted for this job, you will need to demonstrate, using examples in your application, that you have the experience and competencies listed below. Competence may be demonstrated through knowledge, experience, skills, abilities, education, training, work and other activities. In your response you should describe the activity you have chosen to demonstrate your competency, describe what happened, the outcome, and how this relates to the job you are applying for.

For the **core competencies** you should show how you meet each competency area only, not each individual example.

For the **technical competencies**, please ensure each individual example is demonstrated.

If you are successful in reaching the interview/selection stage, you may be required to undertake practical tests to assess technical/core competencies.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description please tell us about these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

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<b>ACHIEVING RESULTS – Core competency</b>	
<b>Description: Delivers to the required standards.</b>	
<b>Indicators</b>	<b>Where identified</b>
<ul style="list-style-type: none"> <li>▪ Is familiar and compliant with legislative requirements and council policies.</li> <li>▪ Performs in a consistent and effective way reflecting on own performance.</li> <li>▪ Learns from and corrects mistakes where necessary.</li> <li>▪ Meets required individual, team and service objectives.</li> </ul>	Application form/ selection process

<b>COMMUNICATION – Core competency</b>	
<b>Description: Communicates with people on day to day matters.</b>	
<b>Indicators</b>	<b>Where identified</b>
<ul style="list-style-type: none"> <li>▪ Is approachable, open and reduces barriers to effective communication.</li> <li>▪ Communicates with people on day to day matters in a form that is appropriate to them and the situation.</li> <li>▪ Presents a positive image of themselves and the service.</li> <li>▪ Accurately reports, communicates and/or records work activities according to organisational procedures.</li> </ul>	Application form/ selection process

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JOB DESCRIPTION

<b>PERSONAL DEVELOPMENT AND EFFECTIVENESS – Core competency</b>	
<b>Description: Understands role requirements and own personal development.</b>	
<b>Indicators</b>	<b>Where identified</b>
<ul style="list-style-type: none"> <li>Understands requirements of their role and the contribution that they make.</li> </ul>	Application Form/ Selection process

<b>CONTINUOUS IMPROVEMENT AND CHANGE – Core competency</b>	
<b>Description: Is receptive to and makes changes in own practice, offering suggestions for improving services.</b>	
<b>Indicators</b>	<b>Where identified</b>
<ul style="list-style-type: none"> <li>Adapts ways of working as agreed and to time, seeking support as necessary.</li> <li>Is positive about change and encourages others to adapt to change.</li> <li>Passes on to managers/team constructive suggestions and ideas on improving services for customers.</li> </ul>	Application Form/ Selection process

<b>CUSTOMER FOCUS – Core competency</b>	
<b>Description: Provides an effective service to customers.</b>	
<b>Indicators</b>	<b>Where identified</b>
<ul style="list-style-type: none"> <li>Treats all customers with respect by listening to them, takes action to keep them informed of progress, meets their needs and provides help and advice.</li> <li>Passes on customer feedback.</li> <li>Delivers service in a friendly, professional and responsive manner.</li> <li>Deal with customer complaint effectively and appropriately.</li> </ul>	Application form/ selection process

<b>LEADERSHIP – Core competency</b>	
<b>Description: Has a positive approach in their day to day role.</b>	
<b>Indicators</b>	<b>Where identified</b>
<ul style="list-style-type: none"> <li>Understands how their role relates to service objectives.</li> <li>Maintains a positive approach and takes responsibility at an appropriate level.</li> </ul>	Application Form/ Selection process

<b>TEAM WORKING AND PARTNERSHIP – Core competency</b>	
<b>Description: Makes a positive contribution to team spirit supporting and helping others.</b>	
<b>Indicators</b>	<b>Where identified</b>
<ul style="list-style-type: none"> <li>Shares information with the team and others.</li> <li>Treats people with respect and fairness.</li> <li>Participates and contributes to team planning and discussions in a positive way.</li> <li>Recognises when others need help or when work needs to be done and offers support.</li> </ul>	Application form/ selection process

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## TECHNICAL COMPETENCIES

**Definition:** Achieving a satisfactory level of technical and professional skills and knowledge and experience, in relation to your job, keeping abreast of current developments and trends in area of expertise:

Specific requirements for this job	Where identified
<ul style="list-style-type: none"> <li>▪ Experience of working in the sport/physical activity field, or related environment to provide a detailed working knowledge of sport and physical activity.</li> </ul>	Application form/ selection process
<ul style="list-style-type: none"> <li>▪ Experience of delivering sport and physical activity programmes to a variety of groups.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Ability to lead and motivate individuals/groups.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Experience of liaising with external partners.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Understanding of the requirements of effective staff supervision.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Enthusiastic and committed to making a difference for local people.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Willingness to travel to meetings/activity sessions.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Willingness to work occasional weekend ie for events.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ An enhanced Disclosure and Barring Service check will be required for this job. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ A detailed understanding of the area of work for which you are applying.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Appropriate technical qualifications in the area of work for which you are applying.</li> </ul>	

<b>Reference No</b>	SP004
<b>Created</b>	November 2011
<b>Graded</b>	
<b>Prepared By/Amended By</b>	AM
<b>Amended On</b>	