



JOB DESCRIPTION

Job title:	Sports and Education Coach	Reporting to:	Head of Education
Location:	Turf Moor, Harry Potts Way, Burnley, BB10 4BX and assigned Primary School in East Lancashire.		

Job Summary:

Take responsibility for the delivery of the PE and the Premier League Primary Stars programme on behalf of Burnley FC in the Community (BFCitC).

Roles and Responsibilities:

- Take responsibility for the delivery of PE and the Premier League Primary Stars programme within assigned schools, on behalf of BFCitC.
- Ensure meticulous planning is conducted prior to each session that is delivered, with considerations being made for individuals' needs and requirements.
- Deliver the highest possible quality of lessons and sessions, to a wealth of participants with varying abilities, needs and demands, in a variety of different environments, including:
 - National Curriculum Physical Education
 - Extra-Curricular Sessions
 - Holiday Camps
 - Whole School Assemblies
 - Recreational Sport Sessions
 - Educational Sessions (Literacy, Numeracy and PSHE workshops).
- Continuously evaluate the success / standards of own work and that of others, through rigorous self and departmental reflection and analysis.
- Partake in the crucial processes of monitoring and evaluation, to ensure that the progress / impact of any given provision is reporting to key funders in a timely and effectively manner. This includes the use of regular registers and the Views platform.
- Ensure that all stakeholders are kept safe and well, before, during and after the delivery of a given session.
- Understand and implement the Charity's Safeguarding policy, procedures, and best practice guidelines in your role and use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment.
- Be able to work flexible hours where the role of the job requires.
- Work towards agreed objectives.
- Comply with all Charity policies.
- Promote the Burnley FC in the Community brand and ethos in a professional, strong, and positive manner.
- Help staff to develop confidence and competence by modelling good practice and acting as a mentor.
- Work alongside other team members to support in other areas of the organisation as and when required to promote best practice.
- A commitment to equality and diversity in the workplace and a willingness to undertake all relevant equality and diversity training.
- Willingness to attend training courses to enhance own professional development.
- Always demonstrate the Charity's values.

This job description is issued as a guideline to assist you in your duties and is not exhaustive. You may, on occasions, be required to undertake additional or other duties within the context of this job description.



PERSON SPECIFICATION		
CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Level 2 Coaching certificate in any chosen sport. • Safeguarding certificate or the willingness to undertake training. • First Aid certificate or the willingness to undertake training. • Five GCSEs at grade C or above • Relevant training for working with children. 	<ul style="list-style-type: none"> • Level 1 or 2 Sports certificate in a second, or multiple sports. • A teaching qualification (PTTLS, QTS, PGCE). • Level 3 Certificate in Supporting PE and School Sport (AfPE) OR similar. • Mental Health First Aid / Awareness certificate or similar. • PE School Sports Certificate. • A degree or equivalent experience in a relevant area of work.
EXPERIENCE & SKILLS	<ul style="list-style-type: none"> • Experience of working on sport-based projects. • Experience of delivering the PE curriculum in Primary schools. • Experience of working in a school setting. • Full driving license and the use of a vehicle. • Excellent written and oral communication skills. • Ability to work independently and collaboratively as a member of a team. 	<ul style="list-style-type: none"> • Experience of working in the Charitable sector. • Experience of delivering activities and interventions to raise students' aspirations, resilience and promote positive wellbeing. • Knowledge and experience of Safeguarding young people and vulnerable adults. • Disability, Female and/or BAME specific coaching experience. • Time management skills to be able to plan and regulate workload including the ability to prioritise demands and thrive under pressure. • Excellent networking skills. • Excellent IT skills including intermediate abilities in all MS Office programmes.
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to monitor, evaluate and assess project performance. • Willingness to take a full DBS check. • Meticulous standards. • A friendly, positive 'can do' and courteous attitude. 	<ul style="list-style-type: none"> • An understanding of Burnley and the surrounding geographical areas. • A positive attitude towards professional development and their own learning.



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| | <ul style="list-style-type: none"> • Highly motivated and conscientious with a determination to succeed. • A commitment to the aims, vision and values of Burnley FC in the Community • Good judgement and knowing when to see advice or support. • Creative in problem solving situations together with a willingness to take on or try new approaches and ideas. • A passion for sport and community and making a difference. • Enthusiasm, energy and resilience. • Flexible, helpful and responsive. • Willingness to have a full DBS check. | |
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