



**Cardiff
Metropolitan
University**

**Prifysgol
Metropolitan
Caerdydd**

JOB DESCRIPTION

Job Title:	Junior Academies Coach
Post Number:	n/a
Department	Cardiff Met Sport
Location:	Cyncoed
Grade:	Grade 2 (SCP8)
Salary:	£9.91 (INC 14% Annual Leave Entitlement)
Tenure:	Fixed Term
Hours:	Flexible
Accountable to:	Head Coach / Sport Development Manager

Role Summary:

To deliver coaching in an efficient, effective and professional manner for the Cardiff Met Junior Academies and courses at all levels

To assist the Head Coach or Sport Development Manager in ensuring that the service provided is operated at all times in accordance with the current legislation and statutory requirements, in particular, child protection and Health & Safety

Principal Duties and Responsibilities:

To Coach on the junior academy and ensure that coaching plans have been prepared and delivered accordingly

To undertake an active coaching role under the direction of the Sports Development Manager

To take registers at the beginning of each coaching session and report any discrepancies to the Sports Development Management team

To keep up to date with the governing body initiatives and make every effort to gain additional qualification.

To be aware and to act in accordance with current legislation in terms of Child Protection and Health & Safety

To carry out assessments when required and provide the Head Coach and Sports Development team with all data relating to the assessments and attainment levels and to advise on any changes in term of the children moving to the next stage or level.

To provide the highest standard of customer care and service delivery at all times and to act in a professional manner with the children and when liaising with parents.

To advise the Sports Development team of any queries that parent may have.

To ensure that all activities have suitable equipment that is in good condition and to ensure that the equipment is appropriately issued, maintained and returned to storage after the activity. Also, to report any additional equipment and needs to the Sports Development team

To attend Staff Training and Staff meetings when required

To wear suitable uniform that will be issued from the Sports Development Manager

A commitment to undertake further qualifications as and when required

Additional Information:

Coaches must complete the signing in sheets which will act as our record of hours worked.

Working hours will be determined by the Sports Development Manager and the Head Coach

Commitment to deliver coaching all sessions that have been allocated

Standard Notification

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks

performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will conduct themselves in a professional and courteous manner at all times and have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.



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PERSON SPECIFICATION

Post: Junior Academy Coach

Unit/School: Cardiff Met Sport

*Key

A - Application form

I - Interview

T/P - Test/Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Education & Qualifications (Essential)	A recognised Level 1 Coaching Qualification in the relevant sport	x		
Education & Qualifications (Desirable)	A recognised Level 2 Coaching Qualification in the relevant sport Child Protection Qualification	x		
Knowledge (Essential)	Understanding of governing body sports development plans	x	x	
	Understanding of the importance of Customer Care and service delivery	x	x	
	Understanding of Child Protection policies	x		
Knowledge (Desirable)	Understanding of Health & Safety legislation	x		
Skills & Abilities (Essential)	Excellent Verbal Communication Skills		x	
	Ability to organise own work to achieve objectives	x		
	Ability to use effectively and maintain sports equipment		x	

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Skills & Abilities (Desirable)				
Experience Paid/Unpaid (Essential)	Coaching Children in a school, club or recreation environment	x	x	x
Experience Paid/Unpaid (Desirable)	Experience of working in a customer focussed environment	X		
	Experience communicating with parents or guardians	x		
Other Requirements (Essential)	*The appointment of the successful applicant will be subject to a Disclosure and Barring Service check (DBS, previously CRB).	X		
	*Are Welsh language skills required for this post? If so, please specify the level.	x		
Other Requirements (Desirable)	Ability to work flexible at evenings and weekend		x	

*Please note that a criminal record may not necessarily be a bar to obtaining employment in Cardiff Metropolitan University. For further information on Disclosure and Barring Service (DBS, previously CRB) please go to <https://www.gov.uk/crb-criminal-records-bureau-check>