



## **JOB ADVERT – PL Primary Stars Coach**

Harrogate Town AFC Community Foundation is seeking to recruit enthusiastic, passionate and qualified casual coaches for our NEW Schools Programme.

Utilising funding provided by the Premier League Charitable Fund, and supported by the National League Trust, new casual coaches will help us to deliver Primary Stars programmes for children aged between 5 and 11 in primary school settings.

We are looking for an individual who can display and adhere to the values that underpin the Foundation's way of working. We expect them to be Passionate, Trustworthy, Considerate, Flexible and Progressive.

New coaches will be accountable for the welfare of children and vulnerable adults under their responsibility in line with the Foundation's Safeguarding Children and Vulnerable Adult Policy.

We also expect individuals to embrace equality, diversity and inclusivity in order to facilitate a consistent, coordinated and embedded approach to fairness and opportunity across the Foundation.

This role will be geared around the 19/20 academic year.

### **Summary:**

Rate of pay: Hourly TBC

Closing date: Ongoing.

**To apply:** please email a covering letter and a completed application form to [community@harrogatetownafc.com](mailto:community@harrogatetownafc.com)

Please note that all suitable candidates will be subject to satisfactory references and enhanced DBS procedures.

# Harrogate Town AFC

## JOB DESCRIPTION



<b>Job Title</b>	<b>Premier League Primary Stars – Community Coach</b>
<b>Department</b>	Harrogate Town AFC Community Foundation
<b>Line Manager &amp; Reporting Procedures</b>	Iain Service – Community Development Manager Harrogate Town AFC Community Foundation Trustess
<b>Contract</b>	Casual coaches
<b>Full Terms of employment</b>	To be discussed upon successful application
<b>Hours of work</b>	Casual hours required on weekdays and afternoons term time.
<b>Basic pay</b>	Competitive rates of pay
<b>Key internal relationships</b>	Harrogate Town AFC Community Foundation Trustees, Community Foundation Coaches, HTAFC staff
<b>Purpose of the job</b>	To deliver high-quality coaching sessions for children and young people as part of the Harrogate Town AFC Community Foundation. Including Premier league Primary Stars and any other school based or community activity that may be relevant to this role. Including after school clubs.
<b>Key Tasks &amp; Responsibilities</b>	<p><b>PL Primary Stars Objectives:</b></p> <ul style="list-style-type: none"> <li>• Enhance teacher’s knowledge, skills and confidence to improve the provision of PE and School Sport;</li> <li>• Increase children’s enjoyment, participation and skills in competitive and non-competitive sports and other physical activities;</li> <li>• Increase children’s understanding of the personal skills and values they need to achieve their goals;</li> <li>• Enhance children’s understanding of, and interest and confidence in, English and Maths;</li> <li>• Support young people to follow further participation pathways in sport.</li> </ul> <p><b>Main tasks:</b></p> <ul style="list-style-type: none"> <li>• To deliver coaching sessions that are participant-centred, structured, progressive, fun and of a high quality.</li> <li>• To undertake the necessary planning for each activity session to ensure the programme demonstrates progression throughout</li> <li>• To continually monitor and evaluate all sessions, activities and programmes.</li> <li>• To adapt sessions to cater for different ranges of ability and development age.</li> <li>• To undertake administrative tasks associated with the post, including planning sessions, taking registers, consent forms and contacting clubs and schools.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• <i>To provide appropriate mentoring, support, guidance and advice to other coaches, teachers and volunteers.</i></li><li>• <i>To be a positive role model at all times.</i></li><li>• <i>To ensure all equipment associated with the coaching programme is correctly set up, maintained, stored and returned on completion of the coaching programme.</i></li><li>• <i>To build relationships with partners such as schools and clubs, and liaise with them to ensure they remain happy with the coaching service provided.</i></li><li>• <i>To take responsibility for their own continuous professional development (CPD) and attend relevant training courses to improve their coaching delivery.</i></li><li>• <i>To be familiar and comply with Harrogate Town AFC Community Foundation health and safety regulations and to undertake activity/venue risk assessments prior to all sessions, and report and record incidents/accidents/hazards.</i></li><li>• <i>To respect the rights of all participants and ensure that their well-being and safety are considered at all times.</i></li><li>• <i>Any other duties as requested by the trustees of Harrogate Town AFC Community Foundation.</i></li><li>• <i>Take an active role in any other duties required to deliver the outcomes and targets of Harrogate Town AFC Community Foundation</i></li></ul> |
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# Harrogate Town AFC

## PERSONAL SPECIFICATION

Qualifications		Mandatory	Desirable
<b>Knowledge &amp; Experience</b>			
	Relevant teaching qualifications (L3 PESS/QTS)		✓
	UKCC Level 2 Coaching Qualification in Football	✓	
	FA Youth Modules		✓
	FA Emergency Aid	✓	
	FA Safeguarding Certificate	✓	
	Experience of working within the Education system at any level	✓	
	Knowledge of National Curriculum (preferably Primary School)	✓	
	Previous community based experience	✓	
	Experience of managing and implementing physical activity programmes for those between the ages of 5-11 years		✓
	Some experience of co-ordinator/managing a team of coaches		✓
<b>Personal Qualities &amp; Skills</b>			
	Ability to plan and deliver quality, engaging and challenging sessions to maximise player enjoyment and development	✓	
	Interpersonal skills – must be a consistent team performer and able to forge excellent working relationships with pupils, teachers and schools	✓	
	Have a polite and courteous manner and a personable approach	✓	
	Energetic and forward thinking	✓	
	Can offer solutions to problems, using initiative and common sense	✓	
	Willing to work in high pressure situations	✓	
	Confident, positive and happy speaking/interacting with people	✓	
	Be organised and have good time management skills	✓	
	Reliable and dependable at all times	✓	
	Honest, reliable and trustworthy	✓	
<b>Other Requirements</b>			
	A willingness to learn and develop as an individual, through CPD	✓	
	Applicants must be over the age of 18	✓	
	A willingness to undertake additional administration tasks as necessary for Harrogate Town AFC Community Foundation	✓	
	A passion for Harrogate Town AFC and success of the club	✓	
	Access to a vehicle (full driving license)	✓	
<b>Safeguarding</b>			
	To have due regard for safeguarding and child protection policies, including the welfare of children and young people	✓	
	All new employees are subject to DBS checks, with our safeguarding officer.	✓	

**GENERAL INFORMATION**

*The Coach supplying services must at all times carry out his/her responsibilities with due regard to Harrogate Town AFC Community Foundation policies and procedures.*

*The Coach must act to protect all young people and vulnerable adults that are in their care, following the Community Foundation's Safeguarding and Child Protection Policy at all times. The Coach must report any misconduct or suspected misconduct to the Safeguarding Manager.*

*The Coach must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and customers.*

*The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the club.*

**JOB DESCRIPTION AGREEMENT**

*I can confirm that I have read, understand and agree with the job description and that I will adhere to it at all times.*

*Coach  
Name:*

*Coach  
Signature:*

*Date:*

*Line Managers  
Name:*

*Line Managers  
Signature:*

*Date:*