

Primary School Provision Coach – Job Description

<p>The Albion Foundation is the official charity partner of West Bromwich Albion Football Club.</p> <p>A Proud Albion Family, Engaged, Inspired and Achieving its Potential.</p> <p>Making a measurable difference in the heart of our community.</p> <p>We Care About Making a Difference.</p> <p>Diversity is important to us; Growing, Maintaining and Promoting a diverse team is top priority for us. We encourage applications from a diverse range of suitably qualified candidates and would encourage Sandwell residents to apply.</p>	
Job Title:	Primary School Provision Coach
Reports to:	Primary School Partnerships Manager
Contract term:	12-month fixed term contract – 37.5 hours
Department:	Active Lifestyles
Salary:	£24,000 - £25,999
<p><b>Job Purpose</b></p> <p>To deliver Primary School provision including planning, delivery, reflection, and impact measurement of several delivery elements, including PE delivery, teacher CPD, extra-curricular provision, PSHE interventions, English &amp; Maths interventions and organising school sports days and competitions.</p>	

### Key responsibilities:

- Prioritise appropriate planning in line with expectations as set by The Albion Foundation and the Primary School.
- Deliver sessions to the appropriate high standard in a range of areas, as specified above.
- Ensure all sessions are run in accordance with safeguarding requirements, policies, and procedures to create safe environments for all participants.
- Work as an individual and as part of a team, ensuring adaptability to a range of Primary Schools.
- Have excellent communication skills, both written and verbal, meaning you are able to maintain positive professional relationships.
- Ensure all equipment is prepared and suitable for each session, including first aid kits.
- Promote a positive and professional image, representing The Albion Foundation to the highest standard.
- Liaise with parents/carers, schools and teachers and other outside agencies as necessary.
- Complete additional duties as deemed necessary by the School Partnerships Manager or Head of Sport.

### For all Albion Foundation staff

- Promote a positive and professional image at all times including appearance and punctuality.
- Have an understanding of the Albion Foundation departments and projects and encourage additional participation.
- Attend performance reviews, staff meetings and training as requested.
- Any other duties deemed appropriate by line manager or equivalent.

## The Albion Foundation

### Primary School Provision Coach – Person Specification

Education & Qualifications	Essential	Desirable	Measured
Degree/A Levels or equivalent		✓	Application
NGB Level 2 in a sport	✓		Application
Qualifications in any other sport	✓		Application
AfPE Level 3 in Supporting the Delivery of PE & School Sport		✓	Application
Coaching Disabled Footballers Award		✓	Application
Essential First Aid and Safeguarding qualifications	✓		Application
Hold a valid driving licence and have access to own transport	✓		Application
Knowledge & Experience			
Understanding of child protection, health, and safety	✓		Application
Minimum 4-year's Coaching Experience	✓		Application
A minimum of 2 year's PE teaching experience	✓		Application
Knowledge and understanding of the PE National Curriculum	✓		Application
Experience of evaluating the effectiveness of coaching sessions and programmes	✓		Application



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Commitment to development and willingness to undertake training where necessary	✓		Application/Interview
Knowledge of business development and financial awareness		✓	Application
Knowledge and understanding of safeguarding and risk assessments	✓		Interview
<b>Skills/Personal</b>			
Accountable for an income generating project or initiative		✓	Application
Knowledge and understanding of the PE National Curriculum	✓		Application
Experience of evaluating the effectiveness of coaching sessions and programmes	✓		Application
A minimum of 2 year's PE teaching experience	✓		Application/Interview
Ability to work efficiently on own initiative and keep a high standard of work	✓		Application/Interview
A flexible attitude to working and willing to work evenings and weekends where necessary	✓		Application/Interview
A commitment to the principles of equality and diversity	✓		Application/Interview
Ambitious and driven	✓		Application/Interview
Reliable and dependable	✓		Application/Interview

**All staff are expected to:**

- Demonstrate and uphold TAF's values, adhering to the Staff Code of Conduct.
- Conform to TAF's Safeguarding policy, demonstrating a commitment to safeguarding and the welfare of all young people and vulnerable adults.
- Conform to TAF's Equality and Diversity policy and championing improvements.
- Attend and participate in INSET/training days and continually commit to build on your personal Continual Professional Development.