

The Albion Foundation

SEND Sports Coach - Job Description



Job Title:	SEND Sports Coach
Reports to:	Head of Disability
Contract Term:	<p>This role requires a minimum of 37.5 hours per week.</p> <p>Flexibility is essential, as you may need to work outside of regular office hours, including evenings and weekends.</p> <p>A typical work schedule will run Monday to Friday, with additional Saturday or Sunday shifts required to attend fixtures. Staff who are assigned to a fixture weekend will be given the preceding Friday off as TOIL.</p>
Salary Band:	5
Salary:	£24,000 - £25,999
Job Purpose	
<p>You will be responsible for delivering sports and intervention sessions as part of our core disability programme, as well as football sessions with our PANs and Para specific Disability teams.</p> <p>The role involves planning, monitoring, and evaluating sessions and activities to ensure and continuously improve the quality of our services</p>	
Key Responsibilities	

- Deliver disability-specific and/or multi-sport sessions in line with the school's curriculum, working with a range of special and focus provision schools while promoting The Albion Foundation within the community.
- Conduct disability football sessions and attend league fixtures.
- Handle administrative tasks to support programs, including updating **Abler** with attendance records, distributing information to schools, and writing case studies.
- Ensure all sessions adhere to National Governing Body guidelines or the school's curriculum.
- Maintain safeguarding standards in all sessions, following program policies and procedures to create safe environments for participants.
- Ensure all equipment, including first aid kits, is prepared and suitable for each session.
- Consistently promote a positive and professional image.
- Communicate with schools, teachers, parents/carers, and external agencies as required.
- Perform any other duties assigned by the Head of Disability or Head of Sports.

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SEND Sports Coach - Person Specification



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Qualifications	Essential	Desirable	Measured
Degree/A Levels or equivalent		✓	Application
2 NGB Coaching Certificate with one being at least level 2 (Or working towards)	✓		Application
EE Playmaker by England Football	✓	✓	Application
Introduction to Coaching Football	✓	✓	Application
UEFA C Licence		✓	
Qualifications in any other sport		✓	Application
FA Coaching Disabled Footballers Award		✓	Application
Coaching Blind Footballers		✓	Application
AFPE Level 3 PESS		✓	Application
WFA Coaching Award		✓	Application
FA Emergency Aid or equivalent	✓	✓	Application
FA Safeguarding qualification or equivalent	✓		Application
In date DBS	✓		
Knowledge			
Knowledge of Disability Sports	✓		Interview
Understanding of safeguarding and health and safety	✓		Interview
Skills			
Able to communicate effectively with a range of people	✓		Interview/practical

Able to work in both a team and independently	✓		Interview
Able to adapt coaching sessions to participants needs	✓		Interview/practical

Able to encourage motivate and enthuse young people and Adults to participate in sports	✓		Interview/practical
Excellent planning and organisational skills	✓		Interview
Basic IT skills and familiarity with Microsoft Office products	✓		Application/interview
Experience			
A minimum of 1 years school coaching experience	✓		Application/interview
Experience of evaluating the effectiveness of coaching sessions and programmes	✓		Application/interview
Commitment to development and willingness to undertake training where necessary	✓		Application/interview
Personal			
A commitment to the principles of equality and diversity	✓		Application/interview
Ability to work efficiently on own initiative and maintain a high standard of work	✓		Application/interview
A flexible attitude to working and willing to work evenings and weekends including matchdays	✓		Application/reference
Hold a valid driving licence and have access to own transport	✓		Application
Reliable and dependable	✓		Reference/Interview