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## JOB DESCRIPTION

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| **Job Title** | **PE and Premier League Primary Stars Coach** |
| **Department** | HTAFC Community Foundation |
| **Line Manager &**  **Reporting Procedures** | Robert Mason – PE & School Sport Manager |
| **Hours of work** | Part time & Full time hours available |
| **Basic pay** | £20,319 - £22,500 FTE (Dependent upon qualifications & experience) |
| **Holiday entitlement** | 28 days holiday, pro rata for contracted hours |
| **Key internal relationships** | PE & School Sport Manager, Health & Wellbeing Coordinatorr, Social Inclusion Coordinator |
| **Purpose of the job** | The role will be responsible for the delivery, including monitoring & evaluation of the Premier League Primary Stars (PLPS) & various other PE & School Sport Programme for children aged between 5 and 11 in primary school settings. Using the power of football to enhance the learning and enjoyment of physical activity within local schools and communities. |
| **Key Tasks & Responsibilities** | The successful candidate will deliver on the PL Primary Stars Programme which will be led by the PE & School Sports Manager.  Duties include but are not limited to;   * Planning and delivering a variety of inclusive curriculum PE lessons and extra-curricular sessions in Primary schools. * Delivering the Supporting Teachers element of the PLPS Programme * Delivering on a variety of classroom based interventions including Active maths, PL Reading Stars and other EDI & PSHE content. * Tracking attendance and engagement of pupils and teachers at your designated schools in line with the projects Key Performance Indicators using the online monitoring platform Sales Force. * To be accountable for the welfare of children and vulnerable adults under your supervision in line with the Foundation’s Safeguarding Children and Vulnerable Adult Policy. * To be punctual and act in a professional manner at all times, representing HTAFC Community Foundation and the partner organisations. * To be responsible for any trainees, junior staff, work placements or volunteers under your supervision. * To report any accidents to staff and/or participants involved in HTAFC activities (accident reporting sheets provided to be passed to the Safeguarding Manager). * The role will also embrace equality, diversity and inclusivity matters in order to facilitate a consistent, co-ordinated and embedded approach to fairness and opportunity across the Foundation. * To cover, as and when required, other duties within HTAFC * To undertake other duties, training and/ or hours of work as may be reasonably required which are consistent with the general level and responsibility of this role. * This role will include working matchdays, assisting with community activities/engagement.   This is not a full and exhaustive list and further requirements may be added from time to time. |

# Harrogate Town AFC

**PERSONAL SPECIFICATION**

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| **Qualifications** | | **Essential** | **Desirable** |
| **Knowledge & Experience** | |  |  |
| **1** | Relevant Sports Coaching Degree |  | ✓ |
| **2** | UKCC Level 1 Coaching Qualification in Football | ✓ |  |
| **3** | UKCC Level 2 Coaching Qualification in Football | ✓ |  |
| **4** | UKCC Level 2 Multiskills |  | ✓ |
| **5** | L3 in Supporting the Delivery of Physical Education and School Sport | ✓ |  |
| **6** | Other relevant NGB qualifications | ✓ |  |
| **7** | FA Emergency Aid | ✓ |  |
| **8** | FA Safeguarding Certificate | ✓ |  |
| **9** | Previous experience of delivering sports or multisports to children of primary school age | ✓ |  |
| **10** | Experience of mentoring trainees, students, volunteers or teachers in sports sessions |  | ✓ |
| **11** | Experience of working with the 5-16 year age groups | ✓ |  |
| **Personal Qualities & Skills** | |  |  |
| **12** | Ability to plan and deliver quality, engaging and challenging session to maximise player enjoyment and development | ✓ |  |
| **13** | Interpersonal skills – must be a consistent team performer and able to forge excellent working relationships | ✓ |  |
| **14** | Have a polite and courteous manner and a personable approach | ✓ |  |
| **15** | Energetic and forward thinking | ✓ |  |
| **16** | Can offer solutions to problems, using initiative and common sense | ✓ |  |
| **17** | Willing to work in high pressure situations | ✓ |  |
| **18** | Confident, positive and happy speaking/interacting with people | ✓ |  |
| **19** | Be organised and have good time management skills | ✓ |  |
| **20** | Reliable and dependable at all times | ✓ |  |
| **21** | Honest, reliable and trustworthy | ✓ |  |
| **Other Requirements** | |  |  |
| **22** | A willingness to learn and develop as an individual, through CPD | ✓ |  |
| **23** | Applicants must be over the age of 18 | ✓ |  |
| **24** | A willingness to undertake administration tasks as necessary | ✓ |  |
| **25** | A passion for Harrogate Town AFC and success of the club | ✓ |  |
| **Safeguarding** | |  |  |
| **26** | To have due regard for safeguarding and child protection policies, including the welfare of children and young people | ✓ |  |
| **27** | All new employees are subject to DBS checks, with our safeguarding officer. | ✓ |  |

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| *GENERAL INFORMATION* | | |
| *The Employee must at all times carry out his/her responsibilities with due regard to Harrogate Town AFC policies and procedures.*  *The Employee must act to protect all young people and vulnerable adults that are in their care, following the club’s Safeguarding and Child Protection Policy at all times. The Employee must report any misconduct or suspected misconduct to the Safeguarding Manager.*  *The Employee 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.* | | |
| *Employee’s*  *Name:* | *Employee’s*  *Signature:* | *Date:* |
| *Line Managers*  *Name:* | *Line Managers*  *Signature:* | *Date:* |