

## College of Haringey, Enfield and North East London Job Description and Person Specification

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<b>Post:</b>	Football Academy Head Coach
<b>Contract:</b>	Permanent
<b>Hours:</b>	20 per week
<b>Reporting to:</b>	Head of School Sport, Public Services and KS4
<b>Grade:</b>	Management Support
<b>Salary:</b>	£20,402 - £30,603 pro rata

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### **Key Purpose**

The Football Academy Head Coach will ensure growth of the Football Academy by leading and coordinating on all aspects of recruitment, trials and retention of learners who join the programme.

As a Football Academy Head Coach, you'll be experienced in coaching football and working with a number of schools to support recruiting learners to our college provision and joining the Football Academy as part of their study programme. Working closely with the Head of School and other colleagues, you'll use your coordination skills to manage training and league matches and to provide support to the curriculum team on learner attendance and retention.

Your responsibilities will include designing and delivering training sessions and implementing the school sport strategy. You may also have safeguarding duties and could be working with professionals across multiple agencies.

### **Main Duties and Responsibilities**

1. Work alongside the Head of School and Curriculum Managers across the college to ensure KPI targets are met for learners who have joined the Sport Academy.
2. A lead role in the coordination of all Football timetables ensuring training and matches are accessible.
3. Manage x6 trials per year to ensure prospective learners are clear on all relevant information.
4. Review and share applications, attendance data and retention of all members on the sport academy.
5. Establish and maintain various databases to track learner recruitment and attendance data.
6. Produce statistical reports that will feed into SMT reports.

7. Work alongside Head of School on budget requirements for full financial operation requirements of the Football Academy.
8. Oversee all travel requirements to and from the college for match day.

### **Marketing and recruitment of learners**

1. To liaise with internal and external teams/organisations, to ensure effective and efficient recruitment of learners.
2. To ensure attendance to promotional events and activities and contribute to the positive promotion of the Football Academy.
3. Lead on the coordination and accuracy of all marketing materials.

### **Support for learners**

1. To ensure the implementation of the various College policies designed to provide outstanding support and skills development for learners.

### **Skills**

As a Football Academy Head Coach you'll need

1. Outstanding coaching skills for the sport.
2. Have ideas on how to promote the academy and recruit learners.
3. a strong commitment to raising educational attainment for children and young people, including working with pupils directly and supporting other staff to do so
4. interpersonal skills - for building relationships with parents, teachers, and external professionals
5. written communication skills - for writing reports on pupil progress
6. organisation and time-management skills - needed for prioritising and balancing a busy and varied workload
7. empathy and emotional intelligence - in order to recognise and be sensitive to the needs of pupils

### **Experience**

Experience with coaching Football and understanding of how to develop players skills and tactical knowledge.

### **Resources**

1. To plan, manage and ensure the effective deployment of the resource requirements for the services that are the responsibility of the role including financial, human and physical resources.

### **General**

1. To implement College policies, particularly those relating to equality and diversity.
2. To implement Health and Safety and security measures in accordance with statutory and

College requirements.

3. To actively develop his/herself through staff development and training activities and to review their own performance and the performance of those who are responsible to them.
4. To develop effective working relationships internally and with external partners.
5. To operate at all times in line with the College's values and behaviours (see attached)
6. To undertake any other duties consistent with the key responsibilities and/or duties of the post.

### **Expectations of the Post Holder**

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

### **Special Conditions**

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

**N.B.** This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

## Person Specification

	Essential Criteria	Desirable Criteria *
<b>QUALIFICATIONS</b> (Educational and Vocational)	A relevant coaching qualification in the sport at Level 2 National equivalent.	*
	Evidence of continuous professional development	
<b>PREVIOUS EXPERIENCE/JOB KNOWLEDGE</b>	Experience of direct co-ordination of training schedules	
	Experience of working with teams and/or managing staff	
	Direct relevant experience of managing a sport team	
<b>SKILLS</b> (Competencies and Aptitudes)	An ability to develop positive working relationships with individuals at all levels (internal and external) to promote the college.	
	Well-developed communication, external liaison and networking skills.	
	The ability to lead others through inspirational leadership which commands respect and provides an environment where others feel motivated.	
	The ability to analyse, solve problems and implement change with a successful track record of managing and delivering change.	
	The ability to manage budgets and meet financial targets.	
	The ability to respond creatively to the specific needs of a diverse community.	
	Excellent written skills.	
	A strong sense of purpose and the drive to achieve agreed goals.	

	The ability to motivate and encourage others, inspire trust and a sense of common purpose.	
	The ability to work effectively through teams and a critical and sensitive understanding of the roles of teaching and other staff.	
<b>OTHER FACTORS/ ADDITIONAL REQUIREMENTS</b>	A relentless commitment to excellence and creativity.	
	A sound understanding of effective support systems to meet student needs.	
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.	