



THE VALE OF GLAMORGAN COUNCIL

JOB DESCRIPTION

DESIGNATION/POST TITLE	:	Casual Coach
POST NUMBER	:	S-NST-HLT032
DEPARTMENT/DIRECTORATE	:	Environment and Housing
DIVISION/SECTION	:	Neighbourhood Services, Healthy Living and Performance
LOCATION	:	Various sites across the Vale
POST GRADE	:	Grade D
RESPONSIBLE TO	:	Appropriate Sports Development Officer
RESPONSIBLE FOR	:	Not applicable
LIAISON	:	Schools, local sports clubs,
MAJOR PURPOSE OF POST	:	To lead coaching sessions, providing a professional, friendly, fun, welcoming environment using the highest standards of safety and customer care

MAIN DUTIES AND RESPONSIBILITIES

The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.

- To lead in the delivery of sports and physical activity coaching sessions in schools, clubs and community settings.
- To produce and follow appropriate coaching session plans to ensure the activity is fun, safe and progressive and at an appropriate level to the audience.
- To ensure the inclusion of all participants into the session including disabled children and young people where appropriate, adapting activities where applicable.

- To evaluate each session and implement changes where appropriate. Where appropriate, facilitate feedback of sessions through methods such as distributing questionnaires to participants and teachers/club members.
- To ensure the health and safety of participants through use of appropriate measures including the completion of risk assessments. To ensure the checking and safe use of equipment.
- To mentor young people who are involved in assisting with the delivery of sports session where appropriate
- To assist in the monitoring of participation rates through the taking of registers.
- To develop and maintain effective and positive working relationships with key partners including children, young people, teachers, school support staff and community club members.
- Develop ongoing participation amongst children and young people through the promotion of local community clubs.
- To attend necessary professional training courses as highlighted by the Sports Development Officer.
- Where appropriate, to attend meetings with the Sports Development Officer to develop and evaluate programme.
- Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures
- To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties
- To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.
- To implement the principles of the Council's Environment Policy while carrying out the above duties.
- To report without delay any safeguarding concerns to the appropriate safeguarding officer.
- Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.

SIGNED:
(Director/Chief Officer)

DATED:

SIGNED:
(Postholder)

DATED: