

Job specification



Job title: Schools coach
Service: Leisure & Wellbeing
Grade: £18,214 - £20,298 per annum, pending pay award and job evaluation exercise
Reporting to: School coordinator

Your job

Be Well Wigan brings Wigan Council's Leisure and Wellbeing services together to build a borough where people are healthy, active, and happy. The Be Well approach is person centred on providing our residents and communities with the opportunity and support to lead healthy lives, through an extensive and accessible health and wellbeing programme. As a Be Well schools coach, you will work within various settings across the Borough delivering a range of leisure and wellbeing services. You will deliver to groups and members of the public to increase participation levels. You will be required to support a range of people with varying needs and connect them with suitable leisure and wellbeing and/or other activities in the community.

This role involves delivering school sport, PE and wellbeing activities to children and young people within schools, leisure centres and community settings. Within this role you will be required to work across all ages of children, their families and have the ability to adapt for specific needs. You will be required to deliver in partnership with school staff and follow agreed curriculum and lesson planning. The hours are in accordance with the needs and demands of the service, regular evening and weekend work are part of the requirements of the post. A full driving license and use of a vehicle is essential.

Mandatory statement

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this job you will

On an ongoing basis you will:

- Support the development of an inspiring and engaging product programme.
- Coordination of operational delivery of the product to groups and members of the public.
- To engage good working relationships with local community groups and key referral agencies to increase participation levels.
- Promote sport, health & physical activity and increase awareness of the benefits.
- Ensure a consistent and integrated approach to activity programmes.
- Raise the awareness of all Be Well products within the local community.
- Plan and deliver sessions taking into account the age and ability of the service users, provide instruction to groups according to skills, experience and training.
- To assist in the delivery of training programmes and workshops.
- To collect and keep a record of activity session fees, where appropriate.

- To assist and support participants in finding suitable exit routes
- To transport and organise equipment to/from base as required.
- To deliver all sessions in accordance with the current health and safety operational procedures, risk assessments and to ensure work is carried out with due regard to Health and Safety regulations.
- In keeping with the policies of Wigan Council provide a high level of quality and customer service. Deal with any customer issues according to local policies.
- To undertake any other duties as requested by management that commensurate with the grade and title of the post.
- To provide a strong commitment to the core values of Wigan Council.
- Be an ambassador for Wigan Council.
- Recruit, support and line management responsibility for volunteers and apprentices
- Undertake continuing professional and personal development as considered appropriate
- To undertake any other duties as requested by management that commensurate with the grade and title of the post.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements: -

- National Governing Body Coaching Qualification (at a level that qualifies the individual to coach Independently) in at least one sport.
- Sports Coach UK Awards in Safeguarding and Protecting Children, Equity in your Coaching, How to Coach disabled sports performers and/or similar.
- Current First Aid qualification
- Experience of planning, delivering and leading coaching sessions with people and children in a variety of settings including schools, community and clubs.
- Experience of planning, delivering and working with children of all ages, backgrounds, levels and health needs.
- Experience of completing and delivering to set lesson plans, schemes of work and assessment criteria.
- Ability to provide guidance and support around physical activity, sport and health, to participants and other instructors involved in the programme
- Ability to design and deliver safe, effective and appropriate sports and/or physical activity programmes/sessions for clients with varied health and fitness requirements - taking into consideration the limitations and implications of different abilities.
- Ability to support the management team in setting up new sport, physical activity and/or health opportunities
- Ability to relate to the needs of local people within the community
- Ability to relate well to individuals of different ages and backgrounds on a one-to-one and group basis
- Ability to provide client-centred support to participants involved in sport and physical activity sessions
- Ability to plan and deliver safe, effective and stimulating activities to develop children's learning taking into consideration the limitations of children's abilities.

- Effective written and oral communication skills
- Inter-personal and organisational skills
- Ability to work on own initiative and as part of a team
- Ability to work in partnership with other agencies
- Information technology skills
- Ability to work under pressure, to prioritise and get the job done
- Ability to work within and promote Health and Safety rules, regulations and guidelines
- An understanding of sport and physical activity and its relationship to health and well-being
- An understanding of coach development, mentoring and the process of effective coaching
- An understanding of ability levels and the implications when delivering safe, effective and appropriate sport and physical activity opportunities
- Knowledge of good practice in exercise tuition
- Awareness of and commitment to Equal Opportunities, in terms service delivery
- Knowledge of Health and Safety policies, practices and procedures
- Knowledge and awareness of good practice in relation to customer care
- Knowledge of information technology and its application within the job role
- Satisfactory enhanced level disclosure check
- Full Driving Licence and access to a car

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Be Kind... be helpful, generous and thoughtful towards yourself and others

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough