**Job Description**

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| Name: [INSERT] | Date: [INSERT] |
| Location: People’s Pension Stadium, Crawley | **Reports To:** Football & Sports Development Manager |
| Job Title: Premier League Primary Stars Coordinator | |

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| **JOB SUMMARY** |
| To lead and assist in the delivery, monitoring and evaluation of high-quality football and sports coaching sessions within our schools, focussing on the PLCF funded Premier League Primary Stars programme.  This role provides front-line representation of the Foundation. As such, it requires the post-holder to possess the highest standards of presentation and to uphold Foundation values at all time. |
| **KEY PERFORMANCE INDICATORS** (List areas by which performance can be measured) |
| * Planning, delivery and evaluation of supporting teachers in the delivery of PE lessons, aiming to increase teacher confidence. * Planning, delivery and evaluation of PSHE, Literacy & Numeracy Interventions. * Planning, delivery and evaluation of Social Action Projects. * Planning, facilitating and evaluation of Teachers engaging in CPD workshops. * Planning, delivery and evaluation of Education Activations (Assemblies) * Planning, delivery and evaluation of intra-school competitions. * Planning, delivery and evaluation of sports days. |
| **KEY DUTIES & RESPONSIBILITIES** |
| * Creating and improving relationships with Crawley-based schools. * Maintaining the welfare and safeguarding of children and young people. * Producing session plans and schemes of work for PLPS and PPA delivery, ensuring the learning is age appropriate and of high quality. * Undertaking administrative duties such as collecting and recording participant information. * Working closely with the Foundation implementing a strategy to grow the Football and Sports Development programme, which includes: * Liaising with Line Manager and agreeing KPIs; * Providing quarterly and annual reports on progress; * Attending relevant meetings (internally and externally); * Attending continuous professional development events, where necessary; and * Creating effective working relationships with stakeholders. * Ensuring programmes are delivered to a high standard and incorporate relevant safeguarding and health and safety procedures, including: * Leading continuous professional development for sessional coaches; * Creating risk assessments for all sessions, within remit; * Providing ongoing advice and support to sessional coaches and volunteers working within Football and Sports Development; * Adhering to the Health and Safety at Work Act 1974 and any related legislation; and * Promoting the Foundation’s policies, rules and procedures on health and safety. * Working with the Football and Sports Development Manager to plan, deliver and review the Premier League Primary Stars programme, including: * Meeting regularly to ensure projects are on track and meet KPIs set by the Premier League to secure future funding; * Working collaboratively to plan lessons and share resources; * Working collaboratively to write Premier League reports when requested; and * Delivery of the programme in Crawley schools.   The Foundation reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Foundation’s business. |
| **ADDITIONAL DUTIES & RESPONSIBILITIES** |
| * To maintain standards in line with the requirements of the role and any Foundation policies and procedures in place. * To undertake any other duties and responsibilities as may be determined from time to time. * To work additional hours as the requirements of the job demand. * To comply with equal opportunities legislation and be pro-active in challenging prejudice, discrimination and stereotyping. * To adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility. |

**Person Specification**

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| * **QQUALIFICATIONS** |
| **Essential:**   * FA Level 2 Football Coach. * Emergency First Aid and Safeguarding Children Certificates. * AfPE Level 3 in Assisting the Delivery of PE and School Sport in Primary Schools or Qualified Teacher Status * Enhanced DBS Certificate (or ability to complete)   **Desirable:**   * Relevant University Degree. * FA Youth Module 1, 2 & 3, plus Youth Award. * Level 2 Multi-Skills. * Recognised coaching qualifications in other sports |
| **KNOWLEDGE & EXPERIENCE** |
| * Planning and delivering football coaching and PE sessions in school settings. * Comprehensive knowledge of the PE National Curriculum across KS1 & KS2. * Marketing with the aim of increasing sports participation. * Using a range of strategies to engage with various groups of learners. * Understanding of safeguarding issues. * Proficient in the use of Microsoft Word, PowerPoint and Excel. * Experience of delivering versatile coaching sessions to targeted groups of participants * Experience of working with SEND children.   . |
| **KEY SKILLS** |
| * Excellent organisational skills. * Excellent communication and presentation skills. * Outstanding customer service and sales skills. * Ability to work without supervision. * Possess role model behaviour. * Work well within a team. * Flexible and positive attitude. * Focus driven (to raise the quality of and participation within Sports Development Sessions). * Excellent time management and communication skills. |
| **PERSONAL ATTRIBUTES** |
| * Appreciation of and commitment to the Foundation’s vision, missions, aims and objectives. * Determination to encourage the highest learning experience for all participants. * Highly motivated and enthusiastic. * Commitment to continuous professional development. * Innovative and efficient. |

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| **SIGNATURES**  Post Holder:  ……………………………………………………… | Manager:  ………………………………………………………. |