

Job Description

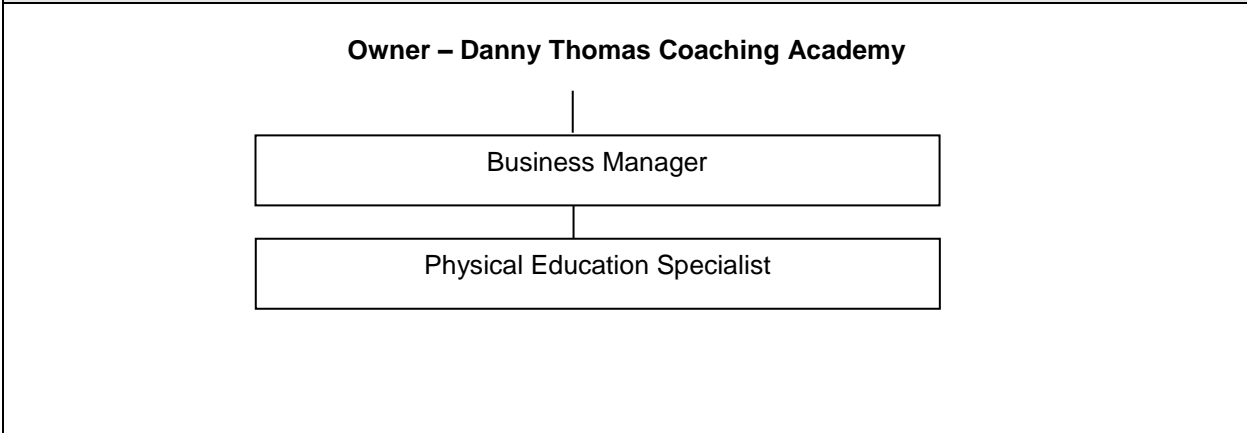
Designation:	Freelance Physical Education Specialist
Responsible to:	Owner, Danny Thomas Coaching Academy and Business Manager

1. PURPOSE

To proactively develop, manage and deliver an efficient and first-class service to all customers as a representative of Danny Thomas' Coaching Academy. Providing well-structured and progressive physical education coaching programmes, ensuring a high quality and enjoyable coaching experience for all clients.

To be a positive role model, creating a fun environment in which to motivate and encourage all clients to participate in sporting activities.

2. POSITION IN THE ORGANISATION



3. MAIN RESPONSIBILITIES

1	<p>To deliver sports coaching sessions for children and young people as directed by the owner of Danny Thomas Coaching Academy. To supervise and assist children and young people attending sport sessions.</p> <p>To continually monitor and evaluate all PE sessions, football activities and mentoring programmes. To plan activities, sessions and programmes with the ability to give tactful, positive advice and constructive criticism and to have good organisational and planning skills.</p>
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2	Promote and encourage young people to develop their technical and performance skills, creativity and confidence. Ability to work with a wide range of people including children, young people, teachers and senior leaders of schools. To communicate with children, parents and carers, regarding conduct, performance and progression, with the ability to communicate using clear, simple language in a positive manner.
3	To ensure the customer is treated correctly the first time, every time. To attend to all customer queries and enquiries in a caring and helpful manner, with commitment to dealing with the issue in a positive way. To advise, motivate and establish a rapport with all customers.
4	To strictly adhere to all policies relating to health & safety, all Policies and Procedures, operational procedures, customer care, welfare and discipline as necessary that Danny Thomas' Coaching Academy have set.
5	To complete such documentation as may be necessary including timesheets, health and safety and accident reports.
6	To wear correct uniform that complies with the company dress code and adhere to the company's hygiene standards.
7	Ensure that you are well briefed about any special needs of the participants involved i.e. medical condition/disabilities etc.
8	Be able to communicate instructions and commands using clear, simple language. Encouraging participants to gain and develop skills, knowledge and techniques. Inspiring confidence and self-belief.
9	Act as a role model, gaining the respect and trust of the people you work with, whilst working to a high legal and ethical standard at all times, particularly in relation to issues such as child safeguarding and health and safety requirements.
10	To be sensitive to the needs of diverse community groups in accordance with the guidance contained within the Diversity Policy.
11	The ability to be flexible and adaptable to new situations. Maintain a professional approach and attitude at work. Punctual and reliable. Well organised. Accept responsibility and gets things done.
4. DBS & FIRST AID	
This post is subject to DBS Vetting checks, Children's Safeguarding Certification and an up to date First Aid qualification.	
5.TERMS OF APPOINTMENT	
Terms of appointment are referenced within your Contract for Services Agreement	

6. HEALTH & SAFETY

Your line manager has the responsibility to refer to the risk assessments appropriate to your role to identify any additional health and safety training required.