



# Argyle Community Trust

Primary Stars Coach

**Location: Plymouth**

## Job Description

**Hours:** 40 hours per week; evening and weekend work are a requirement of the post  
**Salary:** £18,000-£20,000 plus benefits  
**Contract:** Permanent position, full time  
**Reports to:** Premier League Primary Stars Lead  
**Area:** Plymouth & South Hams  
**Start Date:** September 2021

**Closing date for applications: Monday 16<sup>th</sup> August 2021**

Argyle Community Trust are looking for a creative and passionate team member to work with our current of deliverers on our Premier League Primary Stars Project. The role will require an individual who is capable of delivering and developing this exciting project within primary schools across Plymouth and South Hams.

PL Primary Stars aims to use the inspiration of the PL and professional football clubs to create healthier and more positive future for all children in England and Wales. The programme seeks to improve and enhance physical education (PE) and other curriculum areas developing skills and values that are crucial to success in later life. The candidate must therefore, have an in-depth knowledge of the school's KS1 &KS2 National curriculum and school sport.

Experience of delivering football and Multi skills in a wide range of settings, including schools, sports centres and in varied community work for young people aged 3- 14 years old is also essential. We would also expect the candidate to have a number of other sports coaching or teaching qualifications and be computer literate. In addition to this, the coach must be able to undertake key administrative duties that are associated with the role.

Argyle Community Trust is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Argyle Community Trust is committed to safeguarding and promoting the welfare of all participants on our programmes and promotes robust policies to ensure that our staff and volunteers adhere to safe practices. The successful candidate will be subject to undertaking enhanced DBS checks prior to employment.

If you can meet the specifications and would like to be considered for the role, please complete our online application form <https://forms.gle/Lr5x7kHHEndy7jAL6> and upload a covering letter outlining why you would like to be considered for the post.

For further information about the work of Argyle Community Trust visit <https://argylecommunitytrust.co.uk/about-us/>  
For more information about PL Stars visit <https://plprimarystars.com/>

**Key Duties:**

Deliver and Develop Argyle Community Trust's PL programme.

**Delivery Duties:**

- Plan and deliver sessions that engage and inspire participants (aged 5 - 11) in the programme
- Work with the PL Stars Lead to ensure KPI's are achieved, through practical delivery and data collection.
- Attend Regular meeting with Premier League Primary Stars team to ensure Delivery Plans are being met and developed
- Communicate on a regular basis with Premier League Primary Stars Team
- Ensuring delivery of high quality PE and school sport on the programme
- Deliver training for schools staff ensuring staff are competent to deliver as part of the 12 week free offer.
- Adhere to the Health & Safety and Safeguarding procedures in your designated sessions and liaise with Designated Safeguarding Officer when appropriate, ensuring risk assessments are understood and adhered to across all areas of delivery.
- Promote safe practices outlined in Trust policies and procedures and ensure professional standards are adhered to.
- Complete monitoring & evaluation in line with PLCF and the Trust's policies including data and questionnaire entry.
- Ensure accountability and implementation of the project in line with the contractual requirements
- Maintain and develop relationships with schools and their staff including Head teachers, PE teachers and Business Managers.
- Work in partnership with internal and external partners throughout the community including: County FAs, Grass Roots Clubs, school staff, School Sports Partnership, Local Authority Sports Development Teams and any other relevant partners in Plymouth & Cornwall.
- Work towards targets set as part of the programme

**Development Duties:**

- Develop PL Primary Stars partnership across Plymouth & South Hams
- Develop and improve our learning resources for PE, PSHE, Numeracy, Literacy & Enterprise for the PL Stars programme.
- Increase unrestricted income from schools through sports provision, educational workshops and stadium based learning.
- Develop our Social Action project deliveries aims and objectives
- Work with the Schools and Participation team to develop opportunities to improve the Trust offering across Devon and Cornwall.
- Provide training to schools based on the digital offer available to all schools
- Liaise with schools and partners to ensure measurement of our impact is recorded through questionnaires, case studies and surveys
- Deliver classroom-based interventions.
- Organise whole school collapsed curriculum days and assemblies.
- To deliver regular continuous professional development sessions at schools with PL Stars team
- Deliver CPD events to School staff members

**Other Duties:**

- Support and deliver on practical sessions as directed by line manager, including after school clubs, evening sessions and weekend football if required.
- Work closely with the other full time coaches and officers within the Trust in sharing of good practice, ideas and attend regular management meetings.
- Ensure General Data Protection Regulations and IT Policies are adhered to.
- Organise and support Special Events to assist in the promotion of the Trust's activities, this may include match days.

- Continually monitor and evaluate all sessions, activities and programmes and adapt delivery accordingly.
- Retain young people in sport by providing guidance on progression, exit routes and further sporting and leisure opportunities based on the young person's interests and abilities.
- Complete office and administrative duties when required.

The post holder may also be required to work as a team leader/assistant on the NCS projects or Fit and Fed programmes during the summer holidays.

<b>PERSON SPECIFICATION</b>	Essential Desirable	Application or Staff record or CV	Interview	Reference	Coaching task
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• FA Level 2 Coaching</li> <li>• Be a member of the FA Licensed Coaches Club</li> <li>• Hold an up-to-date FA Safeguarding Children</li> <li>• Hold an up-to-date Basic First Aid for Sport (BFAS) qualification</li> <li>• DBS Clearance ready</li> <li>• Hold a Full and Clean UK Driving License</li> <li>• FA Youth Award</li> <li>• Equality and Diversity Module</li> <li>• AfPE level 3</li> <li>• FA Coach Educator or FA Generic Tutor Trained</li> <li>• Additional NGB level 2</li> <li>• Degree in related subject</li> </ul>	E E E E E E D D D D D D	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓  ✓  ✓		
<b>Knowledge and Understanding</b> <ul style="list-style-type: none"> <li>• Understanding of National Curriculum at KS1 and KS2</li> <li>• Understanding of safeguarding principles and procedures and a commitment to delivering safe practice</li> <li>• Current knowledge of the Football community, grassroots football, and local community.</li> <li>• An understanding of delivering sport within an education context.</li> <li>• Understanding of Equality and Diversity</li> <li>• Knowledge of Assessment methodology and National Curriculum judgements.</li> <li>• Clear understanding of Argyle Community Trust Vision, Values and Strategic Aims.</li> <li>• Have knowledge and can advise upon a range of delivery needs eg early years, disability, community engagement.</li> </ul>	E E E E D D D D	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓  ✓ ✓ ✓	✓   ✓
<b>Delivery:</b> <ul style="list-style-type: none"> <li>• Devise inclusive and engaging sessions which can be adapted to a variety of needs and settings</li> <li>• Evidence of successfully supporting people with differing abilities</li> </ul>	E E	✓ ✓	✓ ✓		✓ ✓

<ul style="list-style-type: none"> <li>• Proven ability to communicate effectively with adults and children of all ages and model healthy relationships</li> </ul>	E	✓	✓		✓
<ul style="list-style-type: none"> <li>• Ability to engage and motivate groups of participants</li> </ul>	E	✓			✓
<ul style="list-style-type: none"> <li>• Ability to resolve conflict, mediating effectively between parties and eliciting positive outcomes</li> </ul>	E		✓	✓	
<ul style="list-style-type: none"> <li>• Respond positively to feedback and strive for high standards and excellence in all aspects of the role</li> </ul>	E		✓	✓	✓
<ul style="list-style-type: none"> <li>• Challenge non-compliance and uphold Trust policy and procedures</li> </ul>	E		✓	✓	
<b>Communication:</b>					
<ul style="list-style-type: none"> <li>• Good standard of English in both written and verbal communication.</li> </ul>	E	✓	✓		✓
<ul style="list-style-type: none"> <li>• Understand obligations regarding information sharing and GDPR</li> </ul>	E		✓		
<ul style="list-style-type: none"> <li>• Ability to accurately convey meaning and deliver information in a clear, concise and engaging way.</li> </ul>	D		✓		✓
<ul style="list-style-type: none"> <li>• Respond to email and other written correspondence in a professional manner in line with Trust Standards and Communication Guidelines</li> </ul>	D			✓	