



**Rushcliffe & Gedling School  
Sport Partnerships & England  
Athletics**

**Athletics Coach  
Two Posts**

**Recruitment Pack**



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# 1. Background

## RUSHCLIFFE AND GEDLING SCHOOL SPORT PARTNERSHIPS



The Rushcliffe and Gedling School Sport Partnerships surround the City of Nottingham.

The partnerships began in 2003 and 2004 respectively and in total incorporate 14 secondary schools, 82 primary schools and 3 Special Schools.

The Partnership Development Manager's (PDM's) are hosted by Dayncourt School Specialist Sports College in Radcliffe-on-Trent and Wheldon Sports College in Carlton.

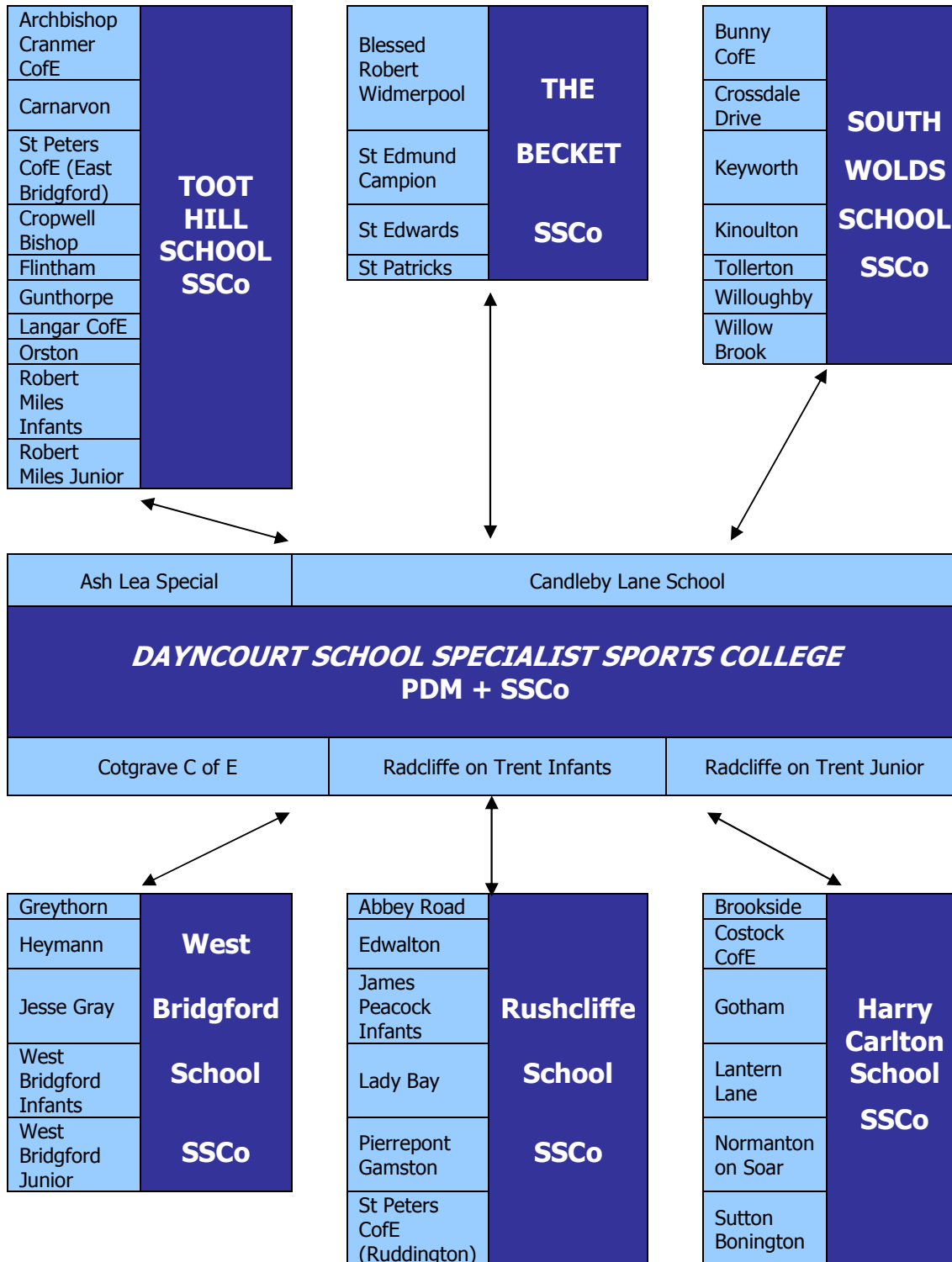
The secondary schools within both partnerships all host a School Sport Co-ordinator whilst Primary Link Teachers are in post in all Primary schools. In addition, both partnerships share a Competition Manager whilst Rushcliffe hosts a full time multi skills community coach. All of the schools contribute financially towards raising partnership monies on an annual basis and fully endorse the School Sport Partnerships.

Pupils across the partnerships have access to good sports facilities within and outside curricular time and have pro-active Sports Development departments who are key partners to the partnership's continued growth and development towards the PE and Sport Strategy for Young People (PESSYP) and the PSA22 target around the 5 hour offer. The development of effective pathways from school to community based sport, is central to all aspects of the partnerships' work.

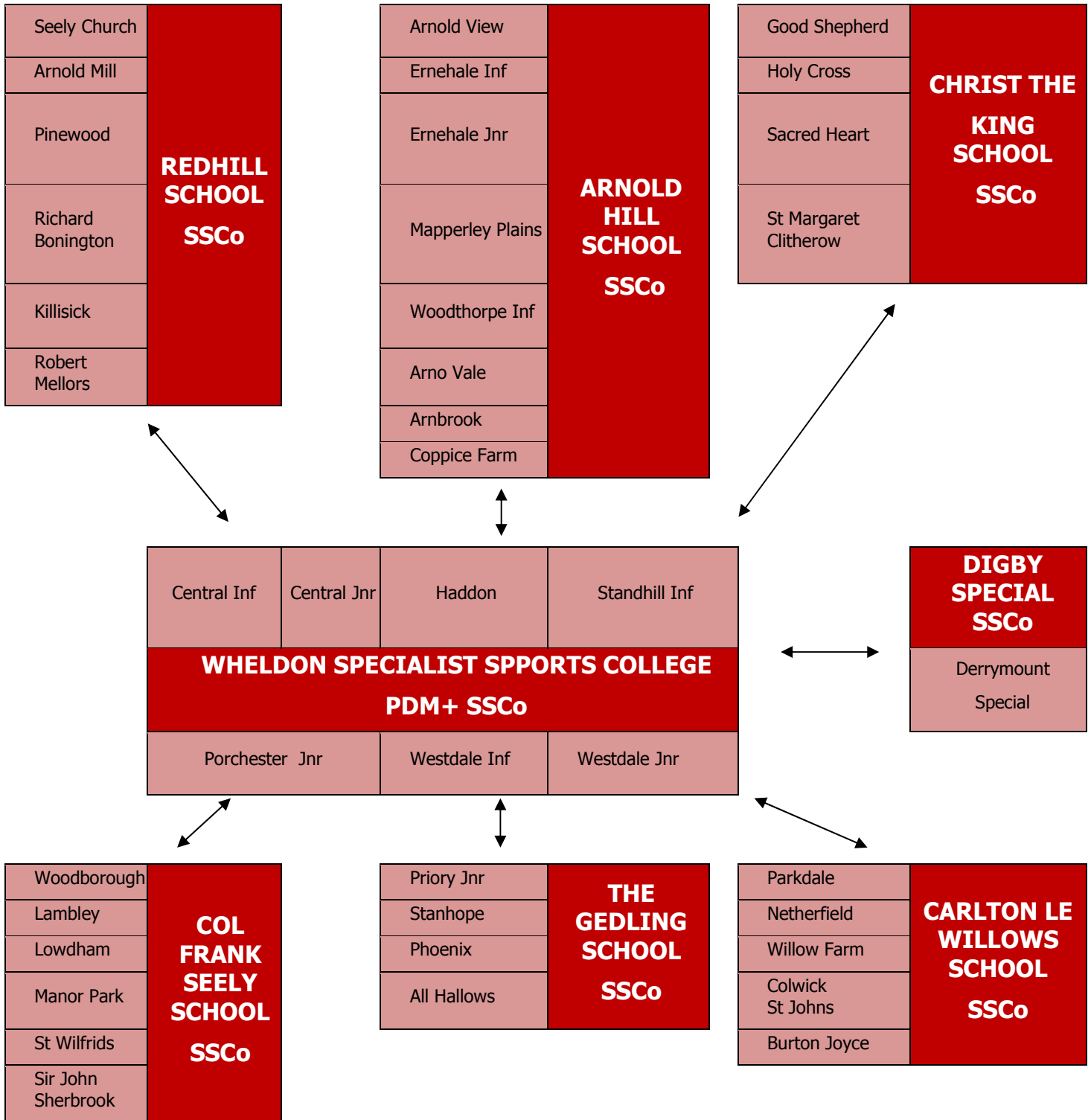
Schools within the partnerships work well together, sharing good practice and resources for the benefit of pupils throughout the area. Staff are committed to delivering a high quality curriculum to their pupils as well as providing balanced out of schools hours programmes and appropriate competitive opportunities.

Sport and Physical Education play an important part in pupil development. Young people enjoy being involved in activities and derive great pleasure from them. They enable pupils, parents and teachers, to share the satisfaction of participation and achievement. The development of leadership plays an important role in the Partnerships with the majority of schools involved in Step into Sport.

### A model illustrating the Rushcliffe SSP



**A model illustrating the Gedling SSP**



## **England Athletics and the Athletics Networks**

### **England Athletics has three core objectives:**

1. To increase participation across a wider cross-section of the community
2. To improve the quality of experience of every participant.
3. To support the development of the next generation of champions.

England Athletics delivers services, support and funding within the sport. Our role includes working with affiliated clubs, officials, schools, and coaches. We also provide national level competition and work on athlete development beneath world class performance level. Our role is directly related to the work of the many volunteers whose efforts are fundamental to the success of athletics in England.

### **The work of England Athletics includes:**

- Clubs – Clubs are vital to the provision of athletics in England. Schemes such as Athletics Networks are designed to deliver funding directly to where it can be used most effectively. Our aim is to raise standards and participation levels with minimum bureaucracy.
- Coach education – Coaching is a major priority for England Athletics due to its deep rooted, long term and wide spread benefits. We provide courses and assessments to enable people to qualify as coaches, and provide wider opportunities for coaches to increase their skills. These include coaching conferences, seminars and mentoring.
- Officials – we provide Level 1 and 2 courses (with Level 3 managed by UK Athletics) and oversee the Tri-regional groups who manage senior officials in England.

- Competitions – we hold national championship events with the support of volunteers who are able to offer a high level of expertise. We commission and support other competition providers where their expertise and role makes them the most effective provider of the appropriate competition.
- Schools – we work in partnership with the English Schools Athletics Association, Quadkids and Sportshall athletics initiatives to provide suitable development and competition opportunities for youngsters. We believe schools athletics is an important way of attracting youngsters into the sport and introducing them to an enjoyable and successful involvement in athletics.
- Participation – England Athletics works to improve participation at all levels of the sport. This includes the work done with clubs and schools but is also expanding to include wider initiatives such as Run In England and working with the Park Run series to ensure as many people as possible are able to enjoy our sport.
- Joint initiatives – we co-operate with many other organisations to promote and develop athletics.

## **What Are Athletics Networks?**

Athletics Networks are clusters of clubs working strategically with other local key partners to develop the sport of athletics in that area. McCain Athletics Networks will be multiple clubs (often comprising of a mixture of track and field and off-track) working together in each area. McCain Athletics Networks will seek to drive up the quality of coaching, links with community groups such as schools, competition in clubs (inter and intra club) and also seek to develop the all round quality of provision within clubs in the network.



The ethos behind McCain Athletics Networks is all about working in partnership. By demonstrating that you are working in this manner there is greater chance of accessing local and national funding from a variety of partners.

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## Job Description

**Host Organisations:** Gedling and Rushcliffe School Sport Partnership's and England Athletics

**Location:** Within the Gedling and Rushcliffe School Sport Partnership's and the county of Nottinghamshire

**Job Title:** Athletics Coach & Coaching Co-ordinator

**Position:** Two positions both at 37.5 hours per week

**Salary:** £20,000 pro rata

**Duration:** 2 Year Fixed Term

**Responsible to:** Gedling and Rushcliffe School Sport Partnership's and the Nottinghamshire Athletics Network

### BACKGROUND INFORMATION

These two exciting new roles are funded by the Gedling and Rushcliffe School Sport Partnership's and England Athletics through the Nottinghamshire Athletics Network. The roles will focus on increasing participation in sport by young people across Key Stages 1-4 and to assist clubs with improving the quality of coaching, ensure clubs have an appropriate coaching structure, help with the running of induction groups and help run coaching academies and workshops. It will play a crucial role in supporting the drive to increase participation in athletics in the schools within both the Gedling and Rushcliffe School Sport Partnership areas and Nottinghamshire as a whole.

***Please note –***

- ***Both of the Athletics coaches will be expected to work across the two Partnership areas and the county of Nottinghamshire, although timetables will be structured to minimise travel times.***
- ***The working hours for both posts will include evenings and weekends.***



## **JOB PURPOSE**

To develop and deliver a programme of athletics based activities to increase participation in schools within the Gedling and Rushcliffe School Sport Partnership's and to ensure an appropriate athlete pathway is put in place and followed by the clubs in Nottinghamshire.

## **Key Responsibilities:**

1. To plan and deliver athletics based activities to support the delivery of National Curriculum requirements at identified schools across both Gedling and Rushcliffe SSP's
2. Plan programmes to meet students' needs and aspirations
3. To create and enhance opportunities for extra-curricular athletics based activities at identified schools
4. To work with local partner athletics clubs to create sustainable pathways for students to access regular opportunities
5. Liaise with the Partnership Development Managers, Youth Sport Trust and England Athletics to integrate & implement local and national initiatives
6. Maintain records, communicate with others and perform administration duties as required
7. To work in line with the objectives of the School Sport Partnerships development plans
8. Act as a mentor and support the development of mentoring relationships in clubs
9. Work with clubs to develop an appropriate coaching structure and coaching philosophy centred on athlete development.
10. Support the implementation of the UK Coaching Framework and communicate any relevant information to coaches

## **Other Responsibilities:**

1. Identify Coaches from within the Network to work in local schools (these coaches must attend England Athletics 'Coaching in Schools' module – CCSO can advise).
2. Provide all appropriate resources for coaching/coaches/schools (CCSO can advise).
3. Attend athletics meetings and events
4. Attend and where appropriate support clubs to develop coaches meetings / forums
5. To work with the CCSO to research and access potential funding for coaching/coaches.
6. To work with the CCSO to research and access potential funding for more/more appropriate and upgrading equipment
7. Encourage and support the changing culture of coaching/coaches within the Network – a crucial role of this position.
8. To work with EA and the County Sport Partnership to advertise in newsletters and websites workshops/courses/good practice for and on behalf of the network
9. Encourage the development of reward and recognition systems within clubs for coaches
10. Support the Nottinghamshire Coach Development Group and attend meetings where appropriate
11. Undertake the role with respect and due regard to equality of opportunity

## **Job Description:**

1. To Support staff and teachers in delivering a varied programme of athletics activities to students both within and beyond the curriculum.
2. To take a professional approach in the planning, preparation and organisation of coaching sessions.
3. To plan and deliver a varied and interesting programme of athletics activity in a variety of venues as direct by the programme manager.
4. To ensure that coaching session are suitably planned and developed for all people including those less able or with specific needs.
5. To mentor other coaches, where appropriate, and provide advice and guidance in the planning and delivery of activities.
6. To work with clubs / coaches to facilitate them to write and plan the implementation of a fully inclusive, annual (indoor/outdoor) athlete centred coaching programme incorporating the principles of Long Term Athlete Development (LTAD), which is appropriate to the needs of the club and approved by UKA/England Athletics.
7. Support clubs to recruit/appoint/train and manage appropriate coaching staff (including specialist coaches) and check all qualifications.
8. To put processes in place to support all coaches to attend appropriate training/professional development courses and / or develop CPD framework
9. To implement appropriate Health and Safety policies and procedures in order to ensure a safe, effective, child friendly environment at all sessions.
10. To be responsible for herself/himself and others in accordance with the Health and Safety at Work etc. Act 1974
11. To maintain current knowledge of Governing Body and other relevant agencies, programmes, policies, guidance and advice.
12. To be committed to continuous professional development (CPD) relevant to the post.
13. To attend meetings as and when required/directed.
14. To undertake any other duties appropriate to the post.

## **2. Person Specification**

### **Technical Criteria**

#### **Essential**

- a. To hold a minimum of a Level 2 award in Athletics
- b. Knowledge and understanding of;
  - i. Planning and delivery of coaching sessions
  - ii. Coaching mixed ability groups
  - iii. Coaching a variety of age groups
  - iv. Working and adapting to coach in different environments
  - v. Child protection within sport.
- c. Have at least 2 years experience in a coaching role
- d. Detailed knowledge and experience of a voluntary sports club environment and knowledge of the athletics structures in England
- e. Knowledge of FUNDamentals & the principles of LTAD

#### **Desirable**

- a. A Degree or HND in a sport related subject
- b. An understanding of the UK Athletics coach education system
- c. Evidence of involvement in a range of sport and physical activities.
- d. Have experience of Working within:
  - i. Physical Education
  - ii. Special needs groups
  - iii. Sports Development
- e. Have a good understanding of IT.
- f. Good insight into current sporting issues.

## **Personal**

### **Essential**

- a. Enthusiasm and passion for sport in particular Sports Coaching.
- b. Good verbal and written communication skills.
- c. Self motivated, resilient, enthusiastic.
- d. Ability to demonstrate commitment.
- e. Confident and commands respect from participants and others.
- f. Ability to work successfully both independently and as part of a team.
- g. Ability to work outside normal working hours, if required, which may include evening and weekend work.
- h. Ability to drive, with access to own transport.
- i. Willingness to undergo an enhanced CRB Disclosure check.

## **Leadership and Management**

### **Essential**

- a. Ability to manage whole group.
- b. Effective mentor to other coaches, volunteers and leaders.
- c. Roles models appropriate behaviours
- d. Inspires participants and colleagues to high performance.
- e. Evaluates performance of self and colleagues.

### **Desirable**

- a. Commitment to own professional development.



### **3. Professional Development**

The Partnership Development Manager's and the Nottinghamshire Athletics Network are committed to continuous professional development of all their staff. Training will be provided where appropriate and you will be given support to fulfil your potential within this role.

### **4. Sportworks Group**

Sportworks Group is the employer on behalf of the two Partnerships and the Nottinghamshire Athletics Network. We have developed an effective and versatile employment service to recruit and employ high calibre coaches, development officers and people involved in sports administration on behalf of schools, School Sport Partnerships, County Sports Partnerships, clubs and community organisations.

We offer support and advice to clients during their recruitment process then employ the successful candidates on a fixed term basis, enabling our clients to concentrate on their core business and enjoy the benefits of appointing new personnel to their team without the usual inconvenience associated with employment.

Sportworks is a member of the Recruitment and Employment Confederation (REC).

#### **Contact us:**

Tel: 01629 706579

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Email: [info@sportworksuk.com](mailto:info@sportworksuk.com)

Web: [www.sportworksuk.com](http://www.sportworksuk.com)



## 5. Application Details

**Closing Date: 12.00pm, Friday 14<sup>th</sup> August 2009**

**Interview Date: TBC but week commencing 31<sup>st</sup> August 2009**

The interview process will include a practical coaching session with Year 6 pupils, followed by a formal interview.

You will therefore need to prepare a 15 minute athletics coaching session appropriate for these pupils.

Successful applicants will be provided with an equipment list.

Please complete the application form attached and return it to:

Matthew Green  
Sportworks  
Unit 18, Molyneux Business Park  
Whitworth Road  
Darley Dale  
Matlock  
Derbyshire  
DE4 2HJ

Alternatively, complete the application form electronically and return it to:  
[matthew@sportworksuk.com](mailto:matthew@sportworksuk.com)

For enquiries telephone 01629 706579