Commercial Operations Leisure		
POST: Advanced Coach		**POST NO:** **PAY RATE:** Advanced Coach- Level 3
RESPONSIBLE TO: Senior Duty Officer - Activities	**RESPONSIBLE FOR:** None	

This job description is intended as a working document only, giving a guideline to the major tasks to be performed. It is anticipated that the post will develop and working practices change in order to meet the demands of the service, new legislation or policies of the Council. It is expected that the post holder will contribute to and assist in the development of such changes.

JOB PURPOSE

To lead innovative and engaging classes to customers of all ages, ensuring safety at all times within a fun environment.

KEY ROLES AND RESPONSIBILITIES

1. Enthusiastically lead a team of coaches (where appropriate)

2. Plan and deliver stimulating sessions appropriate to the level of participant.

3. To be responsible for the safety of all participants on and off the equipment.

4. Positively contribute to the development of the sessions.

5. Additional duties to assist with the operation of the sessions.

6. Other

KEY TASKS

1. **Enthusiastically lead a team of coaches (where appropriate)**

a. Enthusiastically provide advice and support for all coaches and assistant coaches to actively contribute with their development and improve the quality of the sessions.

b. Liaise with Senior Duty Officer - Activities to arrange cover for sessions to ensure that suitably qualified coaching cover is provided.

c. Support the Senior Duty Officer - Activities with the recruitment and selection of coaches where applicable

2. **Plan and deliver stimulating sessions appropriate to the level of participant.**

a. Co-ordinate exciting and engaging programmed sessions.

b. Proactively prepare lesson plans and equipment maps where applicable.

c. To arrive in the coaching area with sufficient time to inspect the equipment specific to the session.

3. To be responsible for the safety of all participants on and off the equipment.

a. Welcome enthusiastically new pupils. Point out health and safety issues, the purpose of the session and the role of the parent/guardian and carer where applicable.

b. Provide a safe, informative, fun and productive session, and take all reasonable precautions in order to secure the health and safety of all participants during the session.

c. Store all equipment used during the session in the designated store area in a safe and tidy manner.

d. Carry out any necessary health and safety checks prior to the commencement of the session.

e. Inform the Duty Officer of any potential health and safety risks identified generally and in particular to the equipment or coaching area.

f. Inform the Duty Officer of any accidents or incidents which occur in the sessions

4. Positively contribute to the development of the sessions.

a. Proactively liaise with the Customer Services team on the movement of pupils (where applicable) between classes to assist with filling the sessions and keeping waiting lists to a minimum.

b. To identify any requirements for new or replacement equipment, and pass this onto the Senior Duty Officer – Activities

c. Procatively seek to keep parents/guardians/carers informed of pupil development where applicable.

5. Additional duties to assist with the operation of the sessions.

a. To present to the public a high personal standard of appearance

b. To be punctual and prepared for every session with a positive attitude.

c. Ensure all sessions finish at the programmed time.

d. Ensure all pupils are collected from the session area before the coach leaves.

e. Inform the Duty Officer of any issues regarding participants attending a session.

6. Other

a. Actively contribute with innovative suggestions and ideas in all meetings for improvements to the service

a. Cross-site working, where applicable, to ensure the overall effective and efficient delivery of all coaching activities.

b. Maintain and update appropriate qualifications, where applicable, and proactively seek to develop relevant skills set

Signed:

Date: