



JOB DESCRIPTION

Post:	Academies Coordinator
Responsible to:	Programme Team Leader - Sport
Salary:	£31,590 - £33,679 per annum Scale 7, Points 32 - 34 Full Time, 37 Hours per week. May involve some weekend work.
Conditions of Service:	Truro and Penwith College Conditions of Service.
Main Purpose of Job:	<p>To provide effective leadership within the College's Academies.</p> <p>To lead and manage a team of internal and external professional coaches and administrative staff, to deliver an outstanding sporting offer which is underpinned by curriculum, delivery.</p> <p>To create an ethos of continuous improvement and culture focused on student experience, engagement and success.</p>
Specific Duties:	<p>Ensure the provision of high-quality professional coaching, as well as ongoing student support and achievement of high-performance standards.</p> <p>Develop timetables and schedules and ensure accurate documentation for all learners, encompassing both regular season and preseason activities.</p> <p>Support and supervise Academy student enrolments, ensuring a seamless transition to the correct course, accurate hours of delivery and, if necessary, the application of appropriate infill codes and fee reductions.</p> <p>Assist staff when looking at arranging fixtures, appeals processes, disciplinaries, overnight stays, nominations. Liaise with local partners in booking and maintaining Sports facilities.</p> <p>Oversee both competition entries for leagues, cups and tournaments, and the organisation and running of tours and international trips.</p> <p>Oversee the recruitment of high-level players into relevant academies.</p> <p>Liaise with the Enrichment Co-ordinator and Sports Technician on a daily basis to support the smooth operation of the department.</p> <p>Co-ordinate external work experience applications.</p> <p>Undertake regular observations and if required personal performance</p>



reviews, so that all coaching staff are observed, ensuring high standards of delivery are maintained.

Manage Academy coaches across Truro and Penwith sites to include curriculum reviews and appraisals. Ensure all coaches feel supported and their development targets are reached, which contribute to the achievement of the college's strategic aims and objectives.

Complete annual Academy reviews ensuring that areas for development are addressed within agreed timescales, through a process of drawing up and monitoring annual quality improvement plan.

To establish and maintain close, effective links with partners and employers in the Sport industry.

Work collaboratively with the other FE providers to drive standards and ensure effective delivery of sport in the sector.

To liaise with local and national professional bodies - Chair of AoC Sport SW, ECRFU Competitions Vice Chair, and England College's Rugby partnership ensuring we are playing a major role in how sport & Rugby is managed and delivered in the FE sector.

Oversee the Duke of Edinburgh Award (DofE) and Diploma in Sporting Excellence (DISE).

To assist in advertising and promoting the 'Sports Academy' and collaboratively work with Marketing to ensure all promotional material is relevant and current.

Attend all Open events and deliver appropriate presentations to advertise brand and delivery and to promote the Sports Academy in a positive manner and raise awareness.

Assist in the generating of funding for the Academy through funding streams and seeking sponsorship.

To complete risk assessments and ensure that safety protocols are adhered to.

Oversee the playing and training kit contract on behalf of the College.



General Requirements:

As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed.

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



PERSON SPECIFICATION

ACADEMIES COORDINATOR

Ideally, the person appointed will have the following skills and experience:

- A record of achievement in dealing with students and staff, and outside agencies within Sports education.
- Proven experience of delivering and leading on Sport related programmes.
- Proven track record of three or more of the following:
 - Managing and delivering high performing sports participants.
 - Conducting partnership working with Collegewide faculties.
 - Management and support of staff.
 - Achievement of specific targets to required timescales.
- Ability to plan, organise and work under pressure.
- Ability to undertake research in order to provide best practice.
- Self-motivated and personable – capable of working both as a team player and independently.
- Good communicator, both written and oral, within educational environments.
- Ability to show empathy with the barriers and challenges some individuals may face and to motivate and inspire individuals and groups to make their Sports Academy sessions part of their daily lives.
- IT skills and to be familiar with Microsoft Office.
- Willing to travel throughout Cornwall, with access to own transport and a full driving licence (some out of county travel may also be required on occasions).
- Ability to create and keep effective records and systems / audit compliance.
- A record of continued professional development.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.