

# Job Description

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<b>Job Title:</b>	Level 2 Coach
<b>Responsible to:</b>	<b>Programme Leader</b> Lead Coach for each session Duty Manager
<b>Responsible for:</b>	Level 1 Assistant Coaches Unqualified Assistants, Apprentices or Trainees

## **Duties and Responsibilities:**

- To deliver structured sessions including a warm up, whole group activities and a variety of floor or apparatus based skills.
- To develop gymnastics skills listed in the programme for each group using safe, structured and progressive activities.
- To follow programmes or session plans provided, to produce session plans or to select and amend existing plans as directed by the Programme Leader.
- To work alongside other coaches to ensure consistency between different classes at the same level.
- To prepare and assess gymnasts for award schemes.
- To prepare gymnasts for competitions and for display activities when required.
- To incorporate physical preparation activities including basic conditioning and flexibility sessions appropriate to the level of the group.
- To be aware of the range of skills covered by the qualification held and not to coach skills outside the syllabus unless specifically authorised by the Head Coach.
- To ensure maximum use of time and space by all gymnasts.
- To maintain high standards of discipline within each group and encourage a work ethic appropriate to the level and potential of the gymnasts.
- To become familiar with individual needs of gymnasts in each group, and adjust the programme accordingly.
- To set short term targets for individuals.
- To ensure each gymnast attempts only skills for which they are adequately physically and mentally prepared.
- To supervise the dispersal of gymnasts at the end of session.
- To direct, supervise and guide less qualified coaches or unqualified helpers, and to ensure they are used in a meaningful way.
- To mentor coaches working towards qualifications if requested by the Head Coach.
- To safeguard the welfare of all gymnasts and coaches and to take all reasonable steps to minimise the risk of accident or injury.
- To check that equipment is safe, stable and adequately matted before use.
- To take an active approach to developing technical knowledge and coaching skills and to ensure that techniques and progressions used are up to date, by taking opportunities to attend training and development activities and to observe and work with other coaches.
- To become familiar with and adhere to the policies and procedures contained in the Coaches Handbook, with particular attention to the Health, Safety & Welfare and Equality policies.
- To deal with minor or routine queries or concerns from parents, and refer complaints or more complicated queries to the Programme Leader or Duty Manager as appropriate.

- To undertake administrative duties as requested by the Programme Leader, Centre Manager or Duty Manager.
- To deal with accidents or injuries if qualified to do so.
- To report any accidents, illnesses, safety hazards, discipline issues or child protection concerns to the responsible person, immediately if appropriate but not later than the end of the session.
- To undertake other duties commensurate with the level of the post, where reasonably requested by the head coach.

# Person Specification



**Job Title:** Level 2 Coach

Essential	Desirable
<ul style="list-style-type: none"> <li>British Gymnastics Level 2 coaching qualification in General, Women’s Artistic or Men’s Artistic Gymnastics</li> <li>Current membership of British Gymnastics (or willing to obtain membership on appointment)</li> <li>Attendance at recognised Safeguarding &amp; Protecting Children training within the last 3 years (or willingness to attend on appointment)</li> <li>Current DBS check obtained through or recognised by British Gymnastics (or willingness to obtain on appointment)</li> </ul>	<ul style="list-style-type: none"> <li>Any of the following additional qualifications/training would be an advantage but are NOT required:               <ul style="list-style-type: none"> <li>Pre-School Gymnastics qualification</li> <li>Judging qualifications</li> <li>First aid qualification</li> <li>Any Level 3 modules</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Experience of coaching gymnastics to children of various ages</li> <li>Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Experience in any of the following areas would be an advantage but is NOT required:               <ul style="list-style-type: none"> <li>coaching gymnastics in a club environment</li> <li>communicating professionally with parents or customers</li> <li>supervising Level 1 coaches</li> <li>mentoring coaches</li> <li>working with young people of secondary school age</li> <li>working with competitive gymnasts</li> <li>teaching or training in dance or choreography</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Able to deliver gymnastics coaching in a positive, enthusiastic and motivating manner</li> <li>Able to communicate effectively with children</li> <li>Able to manage the behaviour of groups of children effectively</li> <li>Able to demonstrate practical technical knowledge of gymnastics skills appropriate to a Level 2 coach in relevant discipline</li> <li>Able to supervise and direct Level 1 coaches</li> <li>Able to undertake basic administrative tasks related to the coaching role</li> </ul>	
<ul style="list-style-type: none"> <li>A professional approach to coaching children and to communicating with colleagues &amp; customers</li> <li>Trustworthy, responsible, reliable</li> <li>Hardworking, committed</li> <li>Polite, confident, friendly, approachable</li> </ul>	
<ul style="list-style-type: none"> <li>Available to work evenings &amp; weekends</li> </ul>	<ul style="list-style-type: none"> <li>Flexible availability</li> </ul>