**JOB DESCRIPTION**

**POST :** Head Coach of Table Tennis Academy

**RESPONSIBLE TO::** Director of Curriculum, Higher Education and International.

**Line Manager :** Assistant Coaches

**LIAISON WITH :**  College Lecturing staff.

Students.

Employers.

Administration staff.

Support staff.

External Partners.

**MAIN PURPOSE:** To provide leadership, management and development of the College’s Table Tennis Academy.

**1. Main Duties:**

1.1 Oversee a coaching structure that will ensure recruitment of prospective students for the Table Tennis Academy

1.2 Plan and deliver high performance one to one and large group sessions to Academy table tennis players.

1.2. Develop and implement a new strategy for the Table Tennis Academy utilising and enhancing links with the local, regional and national organisations.

1.3 Provide line management to assistant coaches responsible for developing and delivering the Table Tennis Academy within the college.

1.4 Ensure all staff receive annual appraisals which inform the staff development programme.

1.5 With the Director of Curriculum prepare and monitor the annual budget for the Table Tennis Academy.

1.5 Develop a strategic relationship with the English Table Tennis Association and other external partners such as but not limited to local clubs, Universities, Regional Coaches, Lincolnshire Sport and Sport England.

1.6 Working with the Marketing and IAG team, to be responsible for increasing recruitment to the Table Tennis Academy. This will include the interviewing and assessment of playing standard of applicants to the academy.

1.7 Provide an annual analysis of the College’s Table Tennis Academy implementing changes where required to improve quality and effectiveness.

1.8 Identify funding streams and make relevant applications to support opportunities for the academy programmes and facility development.

1.9 Attend meetings as required by the Director of Curriculum

1.10 Plan a schedule of events for individual players.

1.11 Attend and provide coaching at least 6 national and 2 regional/local tournaments year.

1.12 Plan and deliver a programme of mentoring to a group of Table Tennis players.

1.13 Liaise with curriculum staff to ensure students within the Table Tennis Academy are progressing with academic studies in a satisfactory manner

1.14 Liaise with the accommodation staff to ensure students within the Table Tennis Academy behave in a responsible manner.

1.15 Liaise with appropriate staff to design and implement physical training programmes for Academy players.

**2. Other Duties**

2.1 To take on cross college roles as when required by the Director of Curriculum

2.2 Be willing and able to drive a minibus to transport players to tournaments

**3. Additional Duties:**

3.1 Undertake additional duties as required.

3.2 Take part in approved staff development as part of the College Staff Development Programme. It is mandatory for employees to complete ’Safeguarding Young People and Vulnerable Adults’ training and ‘Equality and Diversity’ training after which you will receive a ‘license’ which is renewable currently every three years.

* + 1. Ensure the College Health and Safety procedures are adhered to and safe working practices are observed.
  1. You may be required to act as mentor and/or appraiser in the College schemes.
     1. You may be required to become qualified as a College First Aider. If so, appropriate training and release from normal duties will be given.
  2. You may be required to work across more than one site.

**GRANTHAM COLLEGE PERSON SPECIFICATION**

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| **Post Number:** | |  | | |
| **Post Title** | | Head Coach Table Tennis Academy | **Date 30/04/14** | |
| **Department** | | Academies | | |
| **Requirements** | | | **Essential (E)**  **Desirable (D)** | **Evidence by: App Form (A) Interview (I) Or Test (T)** |
| **1** | **Knowledge**  The FE Sector  Knowledge of elite coaching strategies  Knowledge of sport development strategies  Safeguarding of young people and vulnerable adults  Knowledge of health and Safety legislation | | D  E  D  E  E | A/I  A/I  A  A  A |
| **2** | **Skills/abilities – interpersonal**  Excellent communication skills  High level interpersonal skills  Ability to work flexibly and to tight deadlines  Team building | | E  E  E  E | A/I  I  A/I  A/I |
| **3** | **Skills/abilities – other**  Qualified to at least UKCC Level 3 or above  The ability to deliver stimulating and engaging coaching sessions to a range of players.  Full driving licence  Ability to drive a minibus | | E  D  E  E | A  A/I  A/I  A/1 |
| **4** | **Experience**  Working with 16-18 years olds in a high performance environment.  Sports Development & Innovation  Relevant vocational experience  At least 5 years coaching experience  Improving participation and recruitment rates  Engagement and development of partnerships with external organisations | | E  E  E  E  E  E | A/I  A/I  A/I  A  A/I  A/I |
| **5** | **Work related circumstances**  Demonstrable commitment to Equality and Diversity  Understanding of safeguarding issues  Ability and willingness to undertake staff development | | E  E  E | A/I  A/I  A/I |

**Essential attributes:** Those without which a candidate would simply be unable to do the job. Any candidate unable to meet these requirements would normally be rejected at the short listing stage.

**Desirable attributes:** Those which would be useful for the post-holder to possess