



# **JOB PROFILE**

## **Modern Apprentice**

**Incorporates**

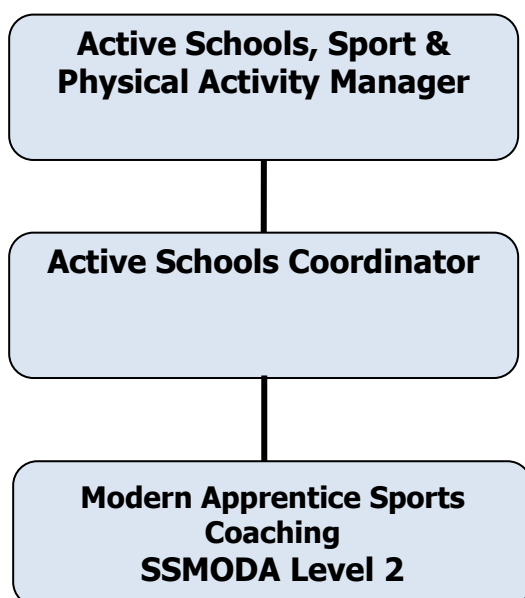
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|------------------|--------------------------|
| <b>Section 1</b> | <b>Post Descriptor</b>   |
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## SECTION 1: POST DESCRIPTOR

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| <b>1. JOB DETAILS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                |
| <b>Job Title:</b> Modern Apprentice Sports Coaching at SCQF Level 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Position Number:</b> AP0261 |
| <b>Department:</b> WD Leisure Trust                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Section:</b> Active Schools |
| <b>Reports to:</b> Active Schools Co-ordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Grade:</b> SSMODA           |
| <b>2. JOB PURPOSE</b> <p>The Modern Apprentice Sports Coach post is part of the Active Schools team within the Leisure Trust.</p> <p>The post holder will be supported to work supervised and independently to provide physical activity and sports support to young people within schools and a sports development environment, during which time they will undertake a SCQF level 6 (SVQ Level 2) in Sports Coaching through Modern Apprenticeship employment.</p> <p>The post holder will be based in primary schools providing targeted support to small groups of P1 - P3 children to develop their physical activity, to support PE provision within the school, as well as a range of extra-curricular sport activity opportunities for P1 – P7.</p> <p>The post holder will be supported to contribute to the provision of an effective and efficient quality service, ensuring customer focused service delivery and the achievement of objectives within the establishment.</p> |                                |
| <b>3. DIMENSIONS and SCOPE OF JOB<br/>(including budgetary and staffing responsibilities)</b> <p><b>Budget:</b> The post holder will have no budget responsibility.</p> <p><b>Staffing Direct:</b> The postholder will have no direct staffing responsibility.</p> <p><b>Staffing Indirect:</b> The post holder will report to the Active Schools Co-Ordinator on a day to day basis.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                |

#### 4. ORGANISATIONAL CHART

(shows levels directly above this post and includes grades of posts)



#### 5. ROLE OF ORGANISATION.

The Leisure Trust provides Leisure Services, Community/Outdoor Recreation Facilities management and Active Schools and Sports Development Programmes. It employs approximately 200 permanent/temporary staff and a pool of approximately 150 casual workers / instructors.

The Trust operates 3 Main Site Leisure Centres in Alexandria, Dumbarton and Clydebank along with 3 cluster areas of Community / Outdoor Recreation Facilities and supports leisure for all residents of West Dunbartonshire.

The Trust strategic areas of development include:

- The provision of quality Leisure Services and Community / Outdoor Recreation Facilities with an accessible range of leisure activities including events management at an affordable price for residents of West Dunbartonshire and visitors to the area.
- To promote participation of activities at all levels and across all sections of the community from recreational participation to elite performers.
- To promote the operation and development of the service ensuring responsiveness to customer needs and legislative/policy changes, inclusive of best value.
- Contributing to improving health and well-being for the citizens of West Dunbartonshire by identifying future areas of development ensuring the company's future commercial growth and long term viability.
- Develop a culture of continuous improvement so that all in the Trust are working together to ensure the company is a success.

WDLT has the following vision: "Inspiring Active and Healthier Communities"

## **6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOMES**

- Support the co-ordination and delivery of sport and physical activity programmes for either primary aged children, or secondary aged young people, both during and out of school hours (before and after school, lunchtimes, and during school holidays)
- Provide targeted support for P1 - P3 aged pupils providing health related exercise and physical activity during the school day
- Assist teachers with P1 - P7 Physical Education classes during the school day
- To encourage, engage, and involve all children aged P1 – P7 to increase their activity levels through lunchtime and after-school clubs, sports days, and health weeks
- Lead safe, fun, and engaging physical activity and sports sessions, and clubs
- To move equipment in accordance with manual handling guidelines taking a pro-active approach to health and safety ensuring the safety and welfare of staff, participants, and partners at all times
- To effectively report any incidents, accidents or hazards in a timeous manner in line with policy
- To support and strengthen links and partnerships with local sports clubs and organisations
- Support P7 school transition programmes with opportunity to support secondary school physical activity and sport development
- To monitor and report on children's participation in sports and activity sessions including evaluating sessions and programmes
- Establish and maintain effective communication with schools including teachers, learning assistants, parents, and partners, and to be supported to respond to enquiries as appropriate
- Use Microsoft Office software (Word, Excel, Powerpoint, Access) to produce documents and report progress
- Maintain confidentiality and observe data protection guidelines
- Undertake and complete the SCQF Level 6 9SVQ (Level 2) Sports Coaching Modern Apprenticeship
- Assist, promote and maintain effective employee relations, ensuring compliance with the Leisure Trust policies, procedures and codes of practice including effective absence management.
- To undertake any other duties appropriate to the post as may be allocated should the job change and evolve overtime.

## **7. PROBLEM SOLVING**

The post holder will be supported in and is expected to manage and resolve problems on a daily basis as and when they arise.

## **8. PLANNING**

The post holder will be supported to plan and lead on small and larger group sport and physical activity sessions and to manage the daily tasks around this.

## **9. ASSIGNMENT AND REVIEW OF WORK**

The post holder will be assigned a mentor(s) who will provide regular formal and informal support through meetings and evaluations. The Modern Apprenticeship will be supported by a Lead Officer(s) and/or manager overseeing the programme.

## **10. COMMUNICATIONS AND WORKING RELATIONSHIPS**

The development of effective working relationships is critical to the successful delivery of Active Schools in West Dunbartonshire. These relationships will include the following individuals and services.

### **Internal communications and working relationships:**

- The Active Schools Team
- The Sports Development Team
- Sports Coaches and volunteers
- Leisure and Community Centres

### **External communications and working relationships:**

- Educational Establishments: Head teachers, teachers, learning assistants, parents, guardians, and carers.
- Sports Organisations
- Private Organisations

## **11. DECISION MAKING**

There is a management team available within the team to advise and support the post holder when necessary.

## **12. MOST CHALLENGING PART OF THE JOB**

Active Schools provides support to every Educational Establishment across West Dunbartonshire. The role will require Modern Apprentices to work in different establishments per week providing sport and physical activity sessions with energy and enthusiasm throughout the day.

### **13. GENERAL**

**PVG/Disclosure:** PVG Children

**Politically Restricted Post:** No

The duties and responsibilities contained within this Post Descriptor are neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The Post Descriptor may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

### **14. WDLT TRAINING**

West Dunbartonshire Leisure – Operates Skills Passports for all employees, which details the training available for each level of post, including any mandatory courses and timescales for these to be completed. These are detailed below.

- New employee Passport
- Skills Passport 1- Front Line Staff
- Skills Passport 2 – Supervisory Staff
- Skills Passport 3 – Managers

The organisation also delivers a range of generic training throughout the year which is delivered via different methods across the varied services

### **15. ROLE SPECIFIC TRAINING**

- Child Wellbeing and Protection in Sport Training – Children First
- Basic First Aid Training
- Sports Specific National Governing Body Courses

**Post Descriptor Prepared by:** Fiona Nicoll, Active Schools Co-ordinator

**Date:** October 2024

## SECTION 2: PERSON DESCRIPTOR

| Essential                                                                                                                                                                               | Desirable                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications/Professional Membership</b>                                                                                                                                           |                                                                                                                                                    |
| Relevant literacy, numeracy, skills, qualifications, and/or experience at minimum SCQF Level 4. ( <a href="#">Know Your SCQF Level - Scottish Credit and Qualifications Framework</a> ) |                                                                                                                                                    |
| <b>Training</b>                                                                                                                                                                         |                                                                                                                                                    |
|                                                                                                                                                                                         |                                                                                                                                                    |
| <b>Experience</b>                                                                                                                                                                       |                                                                                                                                                    |
| Show an Interest and enthusiasm in sport and physical activity                                                                                                                          | Relevant knowledge and/or leadership experience either through a school, Employability programme, community, or volunteer setting                  |
|                                                                                                                                                                                         | Participated in organised sport or other acceptable volunteering activities either at school, Employability programme, club, or community setting. |
|                                                                                                                                                                                         |                                                                                                                                                    |
| <b>Knowledge and Skill</b>                                                                                                                                                              |                                                                                                                                                    |
| Effective communication skills                                                                                                                                                          | .                                                                                                                                                  |
| Able to show knowledge of Health & Safety in the workplace                                                                                                                              |                                                                                                                                                    |
| An interest in sports and sports coaching                                                                                                                                               |                                                                                                                                                    |
| <b>Disposition</b>                                                                                                                                                                      |                                                                                                                                                    |
| Be organised, on time, and reliable                                                                                                                                                     |                                                                                                                                                    |
| Be conscientious and use initiative to solve problems                                                                                                                                   |                                                                                                                                                    |
| Ability to work independently as part of a wider team                                                                                                                                   |                                                                                                                                                    |
| Approachable, polite, & friendly                                                                                                                                                        |                                                                                                                                                    |
| A team player displaying a positive attitude and cooperation                                                                                                                            |                                                                                                                                                    |
| A willingness to set goals and learn                                                                                                                                                    |                                                                                                                                                    |
| Able to work with a range of partners                                                                                                                                                   |                                                                                                                                                    |