



Job Description – Club Coach (Responsibility for Early Years Strategy)

Leeds Gymnastics Club CIC	Mission Statement – A high performing club providing opportunities for all to achieve through a culture of excellence.
Core Values of LGC	Our CORE values stand for: Commitment, Ownership, Responsibility and Excellence. These are a set of principles that help to guide the actions and behaviors of all our members and staff on a day-to-day basis and we work with all employees to look at our CORE values and see how they can be applied to their day to day roles. Thereby ensuring our employees are constantly developing and the club is striving to hit our mission statement.
Post Title	Club Coach with responsibility for progression of gymnasts throughout Early Years (leaving Pre-school to end of KS1) Monday to Friday role (occasional weekend hours) 30-40 hours negotiable
Grade	C – Tier
Responsible to	Jess Nicholson – Head of GFA
Responsible for	Not Applicable
Holiday and Sickness Cover	Full details are attached in the formal contract
Purpose of the Job	To deliver the club’s gymnastics for all programme as required with special responsibility for providing strategy for the development of early years’ talent identification (as the gymnasts leave pre-school and move through KS1). This will ensure that LGC delivers our mission statement of ensuring that all our gymnasts are offered the most suitable progression including offering intermediate and advanced GFA classes

	<p>and opportunities in the MA & WA development squads.</p> <p>The successful candidate will lead the development programme and will work closely with the Head of GfA, Head of Pre-School and the Director of Performance.</p>
Relevant Qualifications	<ul style="list-style-type: none"> • British Gymnastics Level 2 preferably Level 3 • Safeguarding & Protection of children • Enhanced DBS • First Aid qualification • Good literacy and numeracy

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times, carry out his/her duties and responsibilities within the spirit of Leeds Gymnastics Club CIC and their Policies.

MAIN DUTIES AND RESPONSIBILITIES

For the gymnasts:

1. To deliver the club’s coaching programmes to the level of your coaching qualification.
2. To do the necessary preparation and set up prior to the session and liaise with other coaches as needed and tidy the gym following the session.
3. To prepare training schedules for squad members to ensure their future development
4. To prepare gymnasts for suitable age appropriate competitions including attending competitions with them.
5. To provide positive and fun sessions.
6. To act as a positive role model and lead by example. Demonstrate good coaching practice and provide motivation to all coaches and gymnasts.
7. To raise the standard of gymnastics at the club.
8. Be aware of and support difference and ensure all gymnasts have equal access to opportunities to learn and develop
9. To communicate effectively with parents regarding your gymnast’s progress.
10. Establish constructive relationships with parents/carers

For the Early Years GFA responsibility:

1. To implement the strategy approved by the Director of Performance and Head of GFA to ensure the selection and development of our early years' gymnasts into the correct GFA/or Squad development classes, to ensure they have fun and reach their potential.
2. To plan and run selection processes for entry into the development programme throughout the year
3. To spot Early Year Talent within the club and outside the club (schools/other sports/camps) to ensure a flow of the best talent into the club.
4. To ensure that communication with parents and guardians is clear on why movements into/out of different classes are suitable for their child
5. To hold meetings with development coaches and discuss the future of individual gymnasts including movements to classes suitable for their long term development
6. To liaise with admin teams to provide information on movements or changes in hours
7. To ensure that sessions are planned to promote a positive experience for young gymnasts to thrive and reach their potential

For the safety of all:

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. To ensure accurate registers are kept of each session
3. To act in a responsible and appropriate manner at all times, in accordance with the club and British Gymnastics' codes of conduct, ethics and best practice
4. To fulfill the duty of care towards all members of the club

For support of the Club:

1. Appreciate and support the role of other professionals
2. Contribute to the overall ethos and core values of the company
3. Attend and participate in relevant meetings as required
4. To actively promote the club where possible
5. Participate in training and other learning activities and performance development as required
6. Any other related duties as may arise

Any other duties and responsibilities appropriate to the grade and role as directed by your line manager

Issue: Feb 2023