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**Coaching Terms, Roles and Responsibilities**

**April-September 2021**

**Terms**

* £15 per hour
* School Lunch times are unpaid
* Coaches will be reviewed in June and retained at the discretion of the management team

**Roles and Responsibilities**

1. Have a clear understanding of the background, vision and overall package that is Healthy Kidz.
2. Have access and clarity to the information platforms used:
* Dashboard area ([www.app.healthy-kidz.com](http://www.app.healthy-kidz.com)) *Gail to onboard*
* Dropbox ([www.dropbox.com](http://www.dropbox.com) > email paulcarvill@hotmail.com password Healthykidz1!
* Microsoft Teams *Chris to onboard*
1. When necessary, communicate clearly with your schools face to face, email, phone call or message. Identify your key contact within each.
2. Communicate clearly with management and fellow coaches. Whether this is to be done via 1 to 1, small group meets, email, calls and messaging.
3. Each school must be presented with a termly plan that contains details and dates for all of the key information and events.
4. Ensure your PE delivery is up to required standard based on termly teacher evaluations.
5. Teachers to receive lessons for the term ahead within first month of term.
6. Encourage and make the school aware of the remaining strands of the Health and Wellbeing package.
7. Monitor the level of interest in the above and report to Gail, in order to update ‘Customer Management’ system.
8. Complete an Enhanced Access NI check.
9. Effectively deliver at staff training days.
10. Keep an inventory of Equipment that you use.
11. Have the proper clothing at all times.
12. Take lead on school holiday camps at the various venues. Push promotion, secure high numbers, coordinate a quality camp.
13. Schools to be retained for next academic year by May 31st 2021.

**Additional Information:**

* A criminal record will not necessarily be a bar to obtaining a position
* Healthy Kidz adheres to the AccessNI Code of Practice a copy is available on request’ or provide the following link. <https://www.nidirect.gov.uk/publications/accessni-code-practice>
* Healthy Kidz has a policy on the Secure Handling, Use, Storage and Retention of Disclosure information. A copy of the policy is available to all applicants on request.