

# The Leicestershire College Job Description

## 1. Job Details

Job Title:	NFL Academy Wide Receiver Coach and Special Teams Coordinator (fixed term)
Department:	Elite Sport
Reporting To:	NFL Academy Head Coach
Competency Level:	Business Support 4
Hay Grade:	G4
Date of Job Evaluation:	May 2022
Annual Salary (FTE):	£30,374 per annum
Date:	May 2022

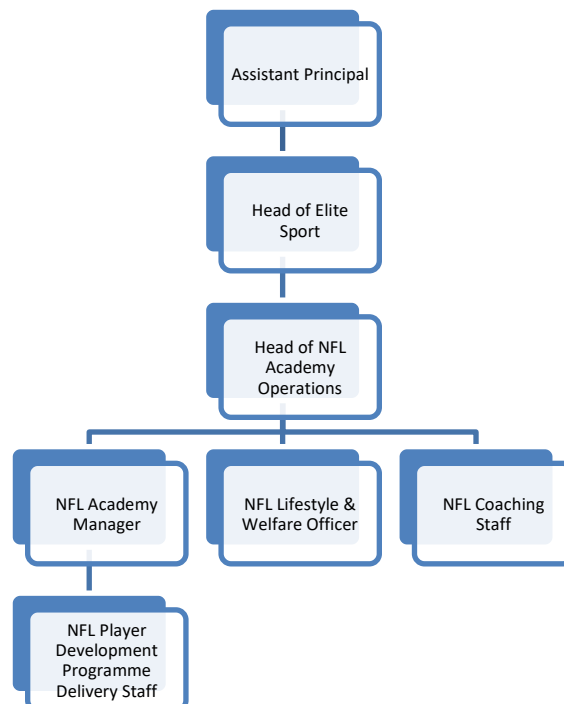
## 2. Job Purpose

To act as the NFL Academy Wide Receiver Coach and Special Teams Coordinator for all identified players delivering a comprehensive player development, practice and game programme. Assist the Head Coach with all aspects of the Football programme.

## 3. Dimensions

*Not applicable.*

## 4. Organisation chart



## 5. Diversity and Inclusion

Loughborough College is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of its organisation.

F – Fairness – All stakeholders to be treated fairly, consistently and equally within Loughborough College and any place associated with Loughborough College by ensuring everyone has a voice and will be listened to.

R -Respect – All stakeholders will be treated with mutual respect and decency throughout their time at Loughborough College.

E – Equality – All stakeholders will be given the same opportunities throughout their time at Loughborough College. They will be treated, and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards.

D – Diversity – Loughborough College will work towards being a diverse College by ensuring all people are represented and have role models to aspire to. A diverse College will ensure better success in learning outcomes and workplace satisfaction.

I – Inclusion – Loughborough College will create an environment that is truly inclusive by celebrating everyone’s individuality and ensuring everyone is protected and safe to be their full selves.

E – Engagement – Loughborough College will ensure a more diverse and engaged workforce, learner population and other stakeholders’ relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

## 6. Key Responsibilities

### Core Responsibilities

- To promote the College’s vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

### Role specific responsibilities

- To coach the individual Wide Receiver players in the Academy to a high standard.
- To coordinate and coach the special teams and specialist roles within the academy.
- On-site coaching in games and practices, including organisation and implementation of daily practices.
- Prepare film breakdown and analysis, and present analysis to team members.

- Ensure all Wide Receivers and Special Teams players receive regular feedback (at least each academic term) on their Football development priorities and progress.
- Collaborate effectively with the multi-disciplinary team of Performance Support, Academic and Welfare staff across all partners in the academy.
- Assist with day-to-day operations of the football programme including preparing plans, schedules and managing the Football equipment and storage.
- Attend all NFL Academy fixtures and support, where required, assist with any planning and logistics for fixtures.
- Assist with the recruitment of players as requested by the Head Coach including liaising with prospective players, parents and their school or club.
- Together with relevant college staff, monitor players 'academic progress and attendance, along with their overall wellbeing and performance to ensure holistic support and development is in place to meet their needs and maximise their potential.
- Ensure safety and well-being of all learners in the academy.
- Provide regular reports to the Head Coach, Head of NFL Academy Operations and University Head of Performance Support on the health and performance of identified players.
- Engage in regular professional development and continually update technical knowledge on Football development and a wide range of performance topics, from time to time present learning/development reports to other coaches as part of the plan.
- Contribute to the wider development of the NFL Academy, promoting the role of Football, Education and Character Development.
- Support the Head Coach with additional duties as requested.

## 7. Key Result Areas

Action	Result
Coach all Wide Receiver players to a high standard, ensuring comprehensive feedback and development plans	All identified Wide Receiver players will develop at the expected rates or better and will have a sound knowledge of their position and the requirements
Lead the Special Teams, ensuring all players have clear plans and directions	All Special Teams positions are well coached and the players understand the purpose and requirements of practice
Develop the knowledge and understanding of special teams routines and plays across identified players in the academy	The special teams execute required plays and tactics in competitive games and can recognise development points in film review
Plan and coordinate daily practice and games with other coaches, players and staff	Practice and games run smoothly and all players and coaches understand what is expected of them

## 8. Key Working Relationships and Communications

**Internal:** Assistant Principal, Head of Department, Head of NFL Academy Operations, NFL Academy Head Coach, managers, curriculum staff, administration staff, learner support services staff

**External:** Partners, NFL, parents.

## 9. Scope for Impact

*Not applicable.*

## 10. Competency profile

The following profile is a description of the required competencies of the role:

<b>Working with Excellent People</b>	<b>Responsiveness</b>
Brings leadership qualities to supervisory skills; inspires others to be their best considering the FREDIE values. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.	Supports change and supports colleagues in adapting to change. Motivates a team to come up with ideas for improvement and supports implementation. Keeps informed of College priorities and direction and works in this direction. Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard.
<b>Ensuring Financial Sustainability</b>	<b>Self-Awareness</b>
Justifies expenditure; gets best value for money; contributes to budgeting process. Demonstrates commercial awareness in own work; uses basic business metrics to ensure this.	Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.
<b>Delivering Excellent Quality</b>	
Anticipates customer needs; prevents poor service; delivers consistently high-quality service. Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Takes ownership for own development, supports that of others and develops beyond own role. Knows how to handle, store, disseminate and share digital information and data in a responsible and ethical way.	

## 11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1	Possess a degree in a relevant subject area		●	Application
2	Possess recognised American Football coaching qualifications	●		Application
3	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent		●	Application
<b>EXPERIENCE</b>				
4	Experience of coaching American Football in a successful programme	●		Application/ Interview
6	Experience of coordinating a Special Teams unit in a successful programme	●		Application/ Interview
7	Experience of developing players through long term coaching and mentoring		●	Interview
8	Experience of working collaboratively with a team of support staff to enhance performance and player development	●		Interview
9	Experience in working with academic and welfare staff in an educational institution or organisation		●	Application
10	Experience of supporting and managing diverse groups of learners	●		Interview
11	Proven experience of motivating learners to achieve excellent results	●		Interview
<b>SKILLS &amp; KNOWLEDGE</b>				
12	An in-depth knowledge of the technical, tactical requirements and latest developments in American Football	●		Interview
13	High level American Football coaching and planning skills	●		Interview
14	Knowledge of a variety of approaches to coaching and player development	●		Interview
15	Excellent interpersonal skills, with the ability to build rapport and effective relationships	●		Interview
16	Work flexibly and to deadlines	●		Interview
17	Excellent planning, coordination and organisational skills	●		Interview
18	Communicate effectively to a diverse range of stakeholders at all levels	●		Interview
<b>BEHAVIOURS</b>				
19	Work effectively with colleagues as part of team	●		Interview
20	Motivate and relate with learners from a range of different cultural backgrounds	●		Interview
21	Comply with professional standards at work	●		Interview

22	Show commitment to the improvement and maintenance of standards	●		Interview
23	Promote the College's equal opportunities policy and practices	●		Interview
24	Ensure the safeguarding of learners	●		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in May 2022 and may be amended in light of changing circumstances following discussion with the post holder.

## 12. Job Description Agreement

<b>Job Holder Signature</b>		<b>Date</b>	
<b>Manager Signature</b>		<b>Date</b>	