



Position Title: Coach – Soccer	Location: Hong Kong
Position Holder: <i>(Name of post-holder)</i>	Department: Sports Section
Reports to: Head Coach - Soccer	Date: <i>(date approved)</i>
Line Manager Reports to: Head of Sports	Job Grade: <i>(to be completed by HR)</i>

Position Objective:

To contribute to the effective delivery of the ESL soccer programme. Conduct soccer lessons for all levels ensuring progressive athlete development and safety. Maintain high levels of coaching, standardise delivery and effective planning for lessons, leagues and tournaments.

Principal Responsibilities:

This section is numbered in order of priority importance.

No.	Items (in priority order)
1.	Provide coaching to participants of the ESL Soccer programme at various schools in Hong Kong. Coaches should maintain flow and development of school programmes ensuring correct technique and skill progression to achieve desired outcomes.
2.	Plan sessions, ensure coaching is appropriate to the skill level of the child. Maintain relevant lesson registers and assessment sheets.
3.	Monitor and evaluate athletes performance and progress, providing appropriate feedback to parents, schools and Head Coach Soccer
4.	Promote soccer activities positively within ESF and wider community. Take an active role in increasing participation and growth of the programme.
5.	Attend regular workshops, Continued Professional Development days and team meetings.
6.	Maintain all equipment in good working condition and report any safety concerns to line manager. Ensure all equipment is stored correctly at end of each session
7.	Complete miscellaneous tasks and other responsibilities assigned by Head Coach of Soccer or Head of Sport.

Relationship to Others:

The Coach works closely with Head Coach - Soccer, full-time and part time soccer coaches. They will form working relationships with PE instructors at their site(s) to support the delivery of high-quality teaching and learning. Other frequent contacts are students, parents, ESF administration staff and ESF sport staff.

Company Expectations:

Environmental

- Teaching at a variety of different venues each week

Political

- Post Holder required to work closely with all members of the Sports Section and will have contact with members of staff from other sections within the company

Cultural

- Many partners, school representatives, suppliers and customers are from Hong Kong, as well as a range of other national and linguistic backgrounds, requiring cultural sensitivity in getting things done
- The position holder must respect the use of ESF schools and ensure a positive relationship with school staff, maintain a good relationship with PE teachers and schools, and ensure any equipment and facilities used are kept in original condition.

Organisational

- Post holder has to work closely with the Head Coach - Soccer to ensure the ESL Soccer programme runs smoothly and effectively.

Decision Making Authority:

1 Major actions and decisions must be *recommended* to a higher level of management for approval. These include:

Assignment and reassignment of students to classes

Contact with parents and schools when required for coordination purposes

All financial transactions

Changes of coaching schedule

Changes to programme schedule

Job Specification

This is a summary of the qualification, competencies (work-based and behavioral) and experience required to perform the job in a satisfactory manner. Equivalent experience may be substituted for qualification. Minimum licensing and certification requirements may be stated.

Requirements of successful post holder:

Essentials

- Possess a current FA Level 1 certificate in coaching football or equivalent
- Possess a current First aid and CPR certificate
- Minimum of one years recent experience in teaching soccer programmes
- Possess basic computer knowledge in word and excel
- Be passionate about teaching soccer
- Energy, enthusiasm and the ability to motivate others
- Flexibility to adapt to changing environments, ability groups and weather conditions
- A commitment to work unsocial hours
- Good verbal and written communication skills
- Fluency in English essential
- Willing and enthusiastic about continued professional development, education and training

Desirables

- Proven experience of working with schools
- Good organisational and planning skills
- A confident and professional manner.
- Experience in dealing with volunteers and assistants
- Additional sports related qualifications
- Knowledge on National and International sporting initiatives