



**(SUGGESTED) JOB DESCRIPTION**

<b>Role:</b>	AOTT (Adult Other Than Teacher)
<b>Reporting to:</b>	<i>NAME</i> Association Committee
<b>Responsible for:</b>	Implementation of Association’s representative football programme, including team management, training and safeguarding of players
<b>Minimum training requirements:</b>	FA level 1 coaching certificate, including up to date (<3 years) FA Safeguarding Children Workshop and First Aid An accepted, enhanced FA Criminal Record Check
<b>Team/Association</b>	<i>(e.g. U10's Bedford and District Association)</i>

**PURPOSE OF THE ROLE:**

Where an Association wishes to the recruit an FA qualified coach to be involved with a representative football team and that individual is not a practising teacher, registered with the LEA. To utilise the skills and football knowledge of an FA qualified coach, to assist the Association in the management and development of a representative team in the delivery of high quality, competitive football for players selected to represent the Association.

**Accountabilities** (this list is not exhaustive and should reflect the ethos of the Association)

The AOTT is required to be aware of and comply with ESFA policies and procedures relating to child protection, equality, health and safety and confidentiality, reporting all concerns to an appropriate person.

The AOTT may work unsupervised, but there should always be at least 2 responsible adults present, in line with ESFA best practice guidelines.

Where an individual is barred from working with children, they may not be involved with any FA affiliated Schools’ Association or grassroots youth club as it is a criminal offence to do so.

An individual who is suspended by the FA in any capacity is not permitted to be involved with Schools’ football and must inform their Association Welfare Officer or National Welfare Officer if they are suspended from involvement in any affiliated football by the FA.

Any events or matches must be sanctioned by the committee and an individual may not organise any event involving representative teams and players without the written permission of the Association.



### **Main Duties:**

- To plan, prepare, deliver and evaluate coaching sessions and matches to develop the players.
- Provide support and advice to assistant coaches/helpers within the coaching team.
- Liaise with the club committee to ensure that there are regular, appropriate, competitive opportunities for the team.
- Ensure that you are well briefed about any special needs of the participants involved i.e. medical condition/disabilities etc
- Attend any meetings with fellow coaches, parents and children where appropriate.
- Make participants aware of their progress.
- Ensure that your football qualifications are kept up to date.
- Take responsibility for ensuring that the equipment is correct and is kept in good working order.
- Be aware of and promote the Association's codes of conduct for coaches, players and spectators at all times.
- Be aware of and follow the correct procedures for recording accidents.
- Know who your Association Welfare Officer is and report any concerns.
- Ensure that there is an accessible, well stocked first aid kit at the venue and a telephone nearby.
- Follow the principles of the FA RESPECT programme, in line with ESFA policy.