COACH DEVELOPER

INFORMATION AND SERVICE PROVIDER APPLICATION PACK

** **

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**Introduction**

The three Home Nations announced an exciting collaboration, driving transformational change in the delivery of coaching across Great Britain.

By working collectively across England, Scotland and Wales under the banner of GB, we have officially launched the exciting new [**GB coaching offer**](https://view.joomag.com/93415-gbh-pathway-digital-document-93415-gbh-pathway-digital-document7/0879373001544631001?short) and a guiding and interactive digital document that forms part of an annual programme of coach development opportunities.

Innovative changes have already occurred aligned to the GB coaching offer and there is a commitment to continue reviewing and enhancing what is offered. The GB coaching offer has embraced an innovative use of technology, mixed delivery methods and use of a more modular approach to deliver workshops and qualifications.

A ‘new look’ Coach Developer workforce is required in Scotland to fulfil Tutor and Assessor roles to deliver the GB coaching offer. We wish to recruit 4 people to carry out contracted hours up to 14 days each year.

This Coach Developer Information Packhas been developed to provide potential workforce with relevant information, this includes both the delivery aspects and personal and professional expectations of Coach Developers, to ensure that minimum standards are in place across the Coach Developer workforce.

GB Hockey are looking for a workforce who are inspirational, who understand the process of learning, and have specialist knowledge in the role as well as current hockey specific knowledge. Coach Developers should be able to agree standards of behaviour and influence others in the game (e.g. players, coaches, parents, officials). The quality of the workforce is therefore paramount to the development of the game.

Scottish Hockey and GB Hockey are committed to providing a programme of continued professional development for the Coach Developer workforce. It is our aim to ensure that a long term investment in workforce will ensure retention, consistency and a quality of workforce that we can be proud of.

**Responsibilities**

The Coach Developer role has the primary responsibility of ensuring that participants have a positive learning experience on all courses and workshops. These experiences will increase participation levels and enhance the experience of people in hockey which can ultimately result in changes in behaviour. Best practice in tutoring and assessing promotes a professional image and demands that all workforce members demonstrate the highest levels of honesty, integrity and competence.

**A commitment to ‘living’ the codes of conduct is an integral aspect of being a Coach Developer. It is not exhaustive and any behaviour that conflicts with these principles may amount to unacceptable behaviour, in which case the disciplinary process could be invoked.**

GB Hockey Coaching has a vision for coaches to inspire more, better and happier players. To do this Scottish Hockey is committed to leading the culture and support for coaches to excel in the creation of more, better and happier players. Moving forwards there will be a greater focus for coaches to develop a culture of continuous self-improvement and to embed a constraint led and game based approach across England, Scotland and Wales. Coach Developers will be crucial in the implementation of this vision across the sport.

All members of the Coach Developer workforce will be required to demonstrate the following **Scottish Hockey Values**:

These values guide thinking and decision-making and should be instilled throughout all coaching courses and workshops delivered.

* Working Together
* Always Improving
* Fair
* Transparent

Scottish Hockey is committed to organising the sport of hockey within a strict ethical framework.

* A sport that values **“fair play”**
* A sport that is **free from doping**
* A sport that provides a **safe environment for young and vulnerable people**
* An equitable sport where **everyone can participate** to the best of their abilities whether that is as a player, coach, umpire, official or other volunteer

The Coach Developer workforce must also adhere to the codes and policies found in the Scottish Hockey [Ethics Manual](https://www.scottish-hockey.org.uk/governance/policies).

**Professional responsibility**

Workforce should act in a professional manner with integrity at all times, this includes:

* Remembering they are representing Scottish Hockey/GB Hockey when delivering courses and workshops
* Using course resources and delivering courses in the manner intended by GB Hockey
* Being able to self-analyse and develop on personal performance
* Committing to professional development
* Committing to the GB Hockey coaching philosophy on developing the game

**Practical responsibility**

Workforce should strive to attain, and maintain a high level of competency at all times in the delivery of courses and workshops. This includes:

* Arriving at least 30 minutes prior to the start of the course/workshop in order to set up the learning environment appropriately and to greet the participants
* Delivering all opportunities in a positive manner, abiding by the SH values and GB Hockey philosophy.
* Maintaining confidentiality, anonymity and privacy within the course setting and beyond, unless doing so potentially compromises a child’s welfare i.e. if a child is in danger.
* Creating a supportive learning environment
* Achieving a balance of facilitation and information giving to enable participants to learn
* Demonstrating a positive approach to best practice
* Engaging participants in discussions and valuing their contributions
* Challenging negative or inappropriate attitudes and behaviour in a constructive way
* Being flexible and adaptable
* Adhering to SH Policies, Rules and Regulations
* Adhering to Awarding Body processes and procedures
* Displaying and promoting high standards of behaviour

**Personal responsibility**

Workforce should demonstrate exemplary personal behaviour and conduct at all times. This includes:

* Being a positive role model
* Refraining from smoking during a course or workshop
* Refraining from drinking alcohol prior to and during delivery of a course or workshop
* Refrain from using any illegal substances
* Being well prepared, punctual and reliable
* Being appropriately and cleanly dressed, according to the environment
* Using diversity sensitive language
* Being supportive and sensitive to all participants
* Acting in an honest and truthful manner
* Being non-judgemental
* Allowing others to state their own point of view
* Refraining from any behaviour that is inappropriate or that may cause offence to individuals or which may bring Scottish Hockey/GB Hockey into disrepute
* Abiding by the requirements of Equality and Diversity Policy and Child Protection Policies.

**Good Practice Guidelines for the use of Social Media**

Scottish Hockey [Social Media Guidelines](https://d1ssu070pg2v9i.cloudfront.net/pex/scottish_hockey/2017/03/10134518/scottish-hockey-social-media-guidelines.pdf)

Use the Twitter accounts and hashtag below, if sharing stories from courses or workshops:

@scottishhockey

@coachandinspire

#morehappierbetter

**Policies and Procedures for qualifications** (GB Hockey)

* Access to Fair Assessment
* Appeals Procedure
* Complaints Procedure
* Data Protection

These policies and procedures should be adhered too by all successful workforce and will be shared during the induction.

**Role Available**

This section is designed to provide a description of the role available and individual responsibilities. It also indicates the type of knowledge and experience that is needed for the Tutor/Assessor role.

**TUTOR/ASSESSOR**

**Aim** – To deliver courses/workshops and assess learners as part of coach qualifications (coach course/sessional course)

**Standards of Service Required:**

To prepare and deliver the course or workshop.

To use formative and summative assessment within a coaching course, ensuring that learners understand the purpose of assessment, and that methods are appropriate

The delivery and assessment will utilise 1st4sport Qualifications Tutor and Assessor Packs, and will be supported by relevant GB Hockey resources (coach course or sessional course).

Administration

* Ensure completion of attendance lists, daily registers and evaluation forms. Return to Scottish Hockey/GB Hockey within a week of the start date or completion date.
* Distribute the candidate resources and ensure learners understand the requirements
* Make sure you have the correct paperwork and thorough knowledge of the appeals procedure
* Complete all learner feedback and Action Plans to a high standard with relevant and purposeful information
* Complete payment claim form or invoice and send to GB Hockey within a week of delivery

Practical Delivery

* Support the learner through the full learner journey from pre course, post course, assessment to certification
* To deliver the content using resources supplied
* To maintain high quality standards in delivery
* To ensure that appropriate equipment is used
* To use varied delivery methods and electronic resources
* To deliver current and relevant hockey knowledge as recommended by GB Hockey
* To encourage learners to reflect on their own learning experiences and to monitor their own progress
* Follow an appropriate assessment process to maintain high quality standards in assessment delivery
* To assess both formative and summative assessments within a coaching course.
* To assess both written and practical evidence
* To assess the learners in accordance with the learner pack, and resources supplied
* Use effective questioning
* To encourage learners to reflect on their own learning experiences and to monitor their own progress.
* Use assessments to identify additional support requirements and provide thorough feedback and Action Plan to support development post assessment
* Support the learners from the assessment through to certification
* Actively promote the concepts of equality in hockey
* Challenge prejudice and discrimination
* To commit to tutoring/assessing a minimum of 14 days a year across Scotland

## Continuing Professional Development (CPD)

* All Coach Developers are required to attend a number of mandatory Continuing Professional Development sessions to remain part of the Coach Developer Workforce

1. Active SH membership
2. Maintenance of PVG, Basic First Aid for Sport and Safeguarding Qualifications
3. Active tutor/assessor delivery over the year

* To self-reflect on course delivery/assessment and actively seek to improve different aspects of performance
* Coach Developers observe/co-tutor sessions with other Coach Developers as appropriate

Deployment

* Scottish Hockey will manage the deployment of workforce
* Coach Developers are accredited annually.
* Coach Developers will be monitored on an on-going basis as part of the Quality Assurance process involving a review of evaluation forms, sampling, attendance at CPD events and visits from Internal and External verifiers
* Delivery may be restricted, should a quality assurance visit identify areas of service provision that needs additional support
* Coach Developers will be invited to CPD opportunities and offered support.

**Tutor/Assessor - What we are looking for:**

1. Essential

* A current active coach who is delivering in line with the GB Coaching Philosophy
* Current and up-to-date knowledge of the sport
* Hold, working towards a recognised tutoring qualification or hold other relevant experience
* Hold or working towards a recognised assessing qualification or hold other relevant experience
* Hold a current PVG scheme membership
* Have attended Safeguarding Children Workshop (within the last 3 yrs)
* Have an up-to-date Basic First Aid for Sport Certificate

1. Desirable

Knowledge

* Up-to-date knowledge of the GB Coaching Offer and methods of learning
* Knowledge of leading trends in coaching, including coaching practice and the appropriate application of leading technology tools.
* An understanding and application of the GB Coaching Philosophy and Talent Development Framework
* Understanding of the Scottish Hockey complaints procedure
* Confident in the use of computers and electronic resources

Skills

* Create and maintain a safe, engaging and inclusive learning environment
* Provide clear and relevant information to the learners about the activities
* Use a variety of learning approaches and resources to meet the individual learner needs
* Engage and motivate the learner
* Ability to differentiate content and language based on needs of the group, to ensure all learners leave with learning points
* Ability to use questioning to support learning
* Utilise IT resources and deliver through this medium
* Influence and develop others to a high standard
* Provide constructive feedback to learners to meet their individual needs
* Conclude the learning session relevant to the learning outcomes
* Communicate (verbal and non-verbal) with learners using a variety of methods

Personal Responsibility

Coach Developers should demonstrate exemplary personal behaviour and conduct themselves appropriately at all times. This includes strict adherence to and clear demonstration of a commitment to all Policies and Procedures.

**APPLICATION PROCESS FOR PROVISION OF SERVICES**

1. Complete

* Personal Information
* Relevant Training
* Relevant Experience

Complete references and declaration

Complete Equality Monitoring Form

Complete the video task

1. Please return the completed application form, video link and Equality Monitoring form via email to:

[hr@scottish-hockey.co.uk](mailto:hr@scottish-hockey.co.uk)

1. Applications are open until **10th April (midday)**

Service Providers who are successful will be invited to attend induction where workshops are being delivered across Scotland. These will be held on the following dates:

* 15th May 6.30pm - 9.30pm Peffermill, Edinburgh
* 19th May 10am – 1pm ASV, Aberdeen
* 19th May 2.30pm - 5.30pm Uddingston Hockey Club
* 19th May 2pm –5pm ASV, Aberdeen
* 20th May 6pm – 9pm GNHC, Glasgow
* 21st May 6pm – 9pm Dalnacraig, Dundee

**APPLICATION FORM**

**PART 1**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Address** |  |
| **Date of Birth** |  |
| **Telephone (H) and or (M)** |  |
| **E-mail** |  |

**RELEVANT TRAINING – please send copies of all of the certificates held below alongside this application form.**

|  |  |
| --- | --- |
| Name of Tutoring Qualification held and date acquired, if applicable |  |
| Name of Assessing Qualification held and date acquired, if applicable |  |
| Most Recent Coach Development Accessed |  |
| Safeguarding Certificate held and date attended |  |
| First Aid Certificate held and date attended |  |

**RELEVANT EXPERIENCE**

|  |  |
| --- | --- |
| **Name of organisation and position held** | **Start** |
| **Brief description of roles and responsibilities** | |
| **How will this support you in the role you are applying for** | |

|  |  |
| --- | --- |
| **Name of organisation and position held** | **Start and** |
| **Brief description of roles and responsibilities** | |
| **How will this support you in the role you are applying for** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Current and previous Continuous Professional Development (within the last 2 years) that would support the role you are applying for.** | | | |
| CPD Attended | Start and  finish date | Brief description of CPD Outcomes | How will this support you in the role you are applying for | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| How have you ensured that you have remained current and relevant within your hockey coaching? | |
|  | |
| Skills (Please tell us about any other appropriate skills that you might have that support this application) | |
|  | |
| **Experience** (Please tell us about any other appropriate experience that you might have that support this application) | |
|  | |
| **Personal Qualities (Please tell us how you meet the personal qualities required)** | |
|  | |
| **Name the top 3 coaching “tools” in your “tool box”?** | |
|  | |
| **What development needs do you have?** | |
|  | |
| **If successful, please highlight your availability for the following dates for induction:** | |
| 15th May 6.30pm - 9.30pm Peffermill, Edinburgh  19th May 10am – 1pm ASV, Aberdeen  20th May 6pm – 9pm GNHC, Glasgow | 19th May 2.30pm - 5.30pm Uddingston Hockey Club  19th May 2pm –5pm ASV, Aberdeen  21st May 6pm – 9pm Dalnacraig, Dundee |

**Please complete a Video Task**

Provide a **1 minute video** explaining why you want to deliver the GB Coaching Offer and how you would create a positive learning environment for participants?

* This video does not need to be filmed with a group, just yourself and any additional resources that may be needed, for example flip chart, notepad, PowerPoint etc.
* Please send this video using one of the following formats:

Private youtube link wetransfer.com onedrive link

|  |
| --- |
| **References**  Please supply the contact details for two people who know you well (but are not related to you) who have a good knowledge of you and your work within hockey, whom we can contact for a reference if required. You must have known these people for a minimum of two years. |

|  |  |
| --- | --- |
| Name: | Name |
| Address: | Address |
| Postcode -- | Postcode -- |
| Daytime Tel. No. | Daytime Tel. No. |
| Evening Tel. No. | Evening Tel. No. |
| Email Address | Email Address |
| How do you know this person? | How do you know this person? |

|  |  |
| --- | --- |
| I declare that all the above information is true and correct to the best of my knowledge.  I have read, understood and agree to be bound by all Policies and Procedures.  Scottish Hockey reserves the right to check on any experience, achievements, qualifications and skills claimed by you on this application form.  If asked you will be required to produce the original copies of any certificates obtained.  By signing this form you will be providing us with your agreement to follow this process.  In the event that any information provided herein or during the application process is found to be untrue or misleading, Scottish Hockey reserves the right to withdraw the application. | |
| Signature | Date |

**Please return this application form via email to** [**hr@scottish-hockey.co.uk**](mailto:hr@scottish-hockey.co.uk) prior to **WEDNESDAY 10th APRIL (midday).**