



The Holy Trinity Church of England Secondary School

Job Description

Role:	Basketball Mentor and Coach
Salary:	West Sussex Grade 6 + Market Supplement to bring total remuneration to £15 per hour + Crawley Fringe Allowance
Hours:	Term time only (TTO) + INSETS 37 hours per week
Contract Type:	Full Time
Position Level:	SCHG28f

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate Confidentiality concerning school matters at all times.

Reporting to:	Leader of Learning – Health & Well-being Basketball Head Coach
Purpose:	Extend the Leadership of the Headteacher. Create the opportunity and capacity for all members of the school community to learn. Embody the Christian ethos and underpinning elements of the school.
General:	Delivery of a Mentoring and Coaching Programme to support the development of Basketball to KS3
Key Duties:	<ul style="list-style-type: none">• Monitor student's academic progress and self-development then liaise with teaching staff and pastoral team to support student athletes who are underperforming• Track achievements, behavior, attendance for all KS3 academy players. Review player contracts and report cards• Set up mentoring meetings with student athletes and create support plans for individuals and teams.• Liaise with communications team to celebrate KS3 achievements – social media posts, newsletter articles and assemblies.• Delivery of Year 7 and 8 peri sessions• Junior Team coaching and Fixtures (to be assigned by the Head Coach)• Delivery of before school, 1st Break and 2nd Break skill-based sessions to KS3• Delivery of specified After School KS3 Training Sessions• Any admin required by the Leader of Learning or Head Coach in support of the Basketball programme (for example timetabling peris, registering players, arranging fixtures, completing EVOLVE paperwork)• Other tasks as required by the Leader of Learning – Health & Well-being.
Generic Duties:	To deputise in the absence of other staff. Undertake duties involving other student mentoring, as requested.

CPD:	To follow a mutually agreed programme of continuing professional development.
Additional Information:	For inset training you will be aligned with the Health & Well-being department. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows.

Signed: (Post Holder) Date:

Signed: (Line Manager) Date:

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.

Person Specification – Basketball Coach		
	Essential or Desirable	Evidenced by
Willing and able to obtain Enhanced DBS clearance/ for schools	E	Application/ DBS check
Evidence of Right to Work in UK	E	Application and paperwork at interview
Educated to at least Level 2 (GCSE A*-C or equivalent) in English and Maths	E	Application and Certificates
UKCC/BE Level II Coach	E	Application and Certificates
Minimum of two years Coaching experience at junior level	E	Application and interview
Experience coaching players of all ages and abilities and working with other coaches	E	Application and interview
Excellent interpersonal and communication skills, both written and spoken	E	Application and interview
Knowledge of School Management System (training will be provided)	D	Application and interview
Experience of working in a secondary education setting	D	Application and interview
Able to grasp new concepts quickly	E	Application and interview
Efficient, organised and precise	E	Application and interview
Able to work in a flexible way and to manage workload to meet the requirements on a particular day	E	Interview and practical activity
Resilient with the ability to keep calm and focused in pressurised situations	E	Application and interview Application/ interview
Diplomatic, discerning and able to deal with confidential information	E	Application and interview
Able to liaise and communicate confidently with staff at all levels	E	Application and interview
Uses own initiative within boundaries	E	Application and interview
Personable, but with gravitas and able to build good working relationships with children and adults	E	Application and interview
Problem-solver with a “can do” approach	E	Application and interview
Strong ‘customer service’ ethic	E	Application and interview
Able to work individually and as part of a team	E	Application and interview
Willing to undertake relevant Safeguarding training and abide by school policy	E	Application and Interview
Current and clean driving license and willingness to drive a minibus (training will be provided if required)	D	Interview