

THE TAPSCOTT LEARNING TRUST (TTLT)

Title of Job: **P.E. Coach**

Service Area: **The Tapscott Learning Trust (Curwen Primary School)**

Section: **PE Team**

JOB DESCRIPTION

PERSON REPORTS TO: PE Subject Leader

PAYSCALE: Scale 4 (pro-rata 39 weeks yearly), 34.5 hours weekly

PURPOSE OF JOB:

Working at Curwen Primary School, the postholder will be part of a team that has shared aims and common philosophy as expressed in the school's policies and procedures. Staff should be committed to providing a high quality of education and raise standards in all areas of School life. The postholder will teach PE to children across the school, and provide adult support for pupils in class.

KEY TASKS AND ACCOUNTABILITIES:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder; employees will be expected to carry out such other reasonable duties, which may be required from time to time.

To undertake all responsibilities listed below:

Delivering PE lessons

1. Support the PE team to plan, deliver and assess high-quality lessons which meet the requirements of the Primary National Curriculum and engage and enthuse learners
2. Ensure that PE lessons are inclusive of all pupils and are appropriately differentiated
3. Promote opportunities for pupils' physical and sporting development throughout the school, including leading additional opportunities at after school clubs
4. Lead and support additional adults who may be supporting pupils within lessons
5. Develop positive relationships and work jointly with staff in school

Supporting within class

6. To take every opportunity to develop pupils' language, reading, numeracy and related skills as directed by class teachers.
7. To assist in monitoring and recording the progress of individual pupils in accordance with school procedures, and reporting to class teachers.
8. To give oral and written feedback to pupils on their attainment in order to promote further progress.
9. To work with teachers to identify and respond appropriately to pupils' individual needs, assisting pupils in areas of specific difficulty.
10. To assist the teacher in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these.
11. To help promote and reinforce pupils' self-esteem, encouraging inclusion of pupils

with special educational needs.

12. To help create and maintain a purposeful, orderly and supportive environment for pupils' learning, ensuring that pupils are able to use equipment and materials provided.
13. In the presence of the teacher, present agreed learning tasks in a clear and stimulating manner to help maintain pupils' interest and motivation; to work with pupils individually and collectively by contributing to decisions about the most appropriate learning goals and strategies.
14. Outside the classroom, to work with groups of pupils. The number of pupils included will reflect the nature of the task, the pupils concerned, the location involved and the length of time to be supervised. At all times a named teacher will have ultimate responsibility and be available to be called to give support and take appropriate decisions
15. To supervise pupils during breaks and/or lunchtimes
16. To maintain confidentiality at all times with regard to both supported pupils and the wider school.

Professional Development

17. Update own professional knowledge and competence in teaching the subject by attending relevant training and meetings both within the Trust and beyond.

Additional Responsibilities

18. Liaise with other departments and staff as necessary
19. Attendance at staff meetings and INSET activities where relevant
20. Uphold and actively support the school policies and procedures.

Miscellaneous

21. To undertake other tasks that the post holder may be asked to fulfil. The postholder will be expected to carry out such other reasonable duties, commensurate to their scale, which may be required from time to time

Person Specification for the Post of PE Coach

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
KNOWLEDGE: Knowledge of child learning processes and development stages. Awareness of the Equality Act (2010) and its implication for educational practice. Knowledge and understanding of the Primary PE curriculum Knowledge and understanding of statutory Safeguarding procedures and policies	Essential Statement/Interview Essential Statement/Interview Essential Statement/Interview Essential Statement/Interview
QUALIFICATIONS Level 2 coaching qualification	Essential Certificate
EXPERIENCE: Experience of delivering PE or sports coaching Experience of working within a school environment, following policies and procedures	Essential Statement/Interview Desirable Statement/Interview
SKILLS AND ABILITIES Excellent communication skills, written and verbal Ability to prioritise tasks, meet deadlines and work on own initiative Confident with IT skills in MS Word, Excel and PowerPoint or equivalent	Essential Statement/Interview Essential Statement/Interview Essential Statement/Interview
PERSONAL STYLE AND BEHAVIOUR Enthusiastic, motivated and the ability to advise, guide and encourage others	Essential Statement/Interview

Ability to handle sensitive situations appropriately and with discretion.	Essential Statement/Interview
Good interpersonal skills	Essential Statement/Interview
OTHER SPECIAL REQUIREMENTS: This post is subject to an enhanced DBS check and two suitable references.	Satisfactory clearance at conditional offer stage

EQUALITY & DIVERSITY:

The Tapscott Learning Trust is an Equal Opportunity Employer and recognises that some candidates may have been forced into an untypical or unconventional career path because of unavoidable personal circumstances or the prejudice they have met in life. Should this apply to you, we hope you will not be deterred from making an application, which will be considered on your overall fulfilment of the requirements of this person's specification.

As a school, we are committed to and champion equality and diversity in all aspects of employment with the Tapscott Learning Trust. All employees are expected to understand and promote equality and diversity in the course of their work.

The above are intended to be a guide to the range and level of work expected of any member of staff. It is not an exhaustive list of all the tasks that may be asked of an employee. He/she will be expected to carry out such other reasonable duties, which may be required from time to time across the Trust.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.