



WE ARE ASTREA

**P.E COACH
APPLICANT BRIEF**

INTAKE PRIMARY ACADEMY
Part of
ASTREA ACADEMY TRUST





Open Letter from Executive Principal

Thank you for your interest in the post at our Academy.

Intake Primary Academy is a 3-11 Academy; we sit in central Doncaster and chose to join Astrea Academy Trust in October 2017. We have a strong team that drive school improvement and strive for the best outcomes for all learners.

The Academy is seeking to attract a talented, knowledgeable, and committed team member who can demonstrate focused, resilient aspirations for all our children. The successful candidate will have the opportunity to work in a vibrant, professional learning community that seeks excellence and be a key part of our next chapter in our journey.

Intake Primary Academy has improved year after year due to the emphasis we have placed on high aspiration and consistently excellent teaching. Our children behave well and work extremely hard. All staff are committed to providing the very best for all children. Teamwork is a strong part of our ethos, with a supportive staff and a culture of continual improvement in all that we do, as a good Academy; we seek to continue on our journey to be the best that we can be; inspiring beyond measure.

Astrea Academies Trust is an inspirational academies network that aims to give children and young people from all backgrounds an education that will transform their lives. Membership of the Astrea Academies Trust provides enhanced CPD opportunities for staff. As part of the Astrea family, Academies retain autonomy whilst ensuring a strong ethos of support and collaboration across the Trust.

Those we recruit can demonstrate that they share our values, are highly motivated to work with colleagues to continuously develop their skills, pursue professional excellence and are committed to providing the highest standards. If that is you then we would be delighted to receive your application.

Helen Broad
Executive Principal at Intake Primary Academy



JOB DESCRIPTION

SALARY	£18,933 - £19,698 (Grade 5)
CONTRACT TYPE	Permanent
WORKING PATTERN	Monday to Friday
HOURS PER WEEK	27.5 hours

Key Accountabilities

- Support for the teacher
- Support for pupils
- Support for the school
- Health and Safety
- Liaising with Others

Key Responsibilities

- To deliver a high standard of coaching and physical activity opportunities that are inclusive, progressive and reflective of the needs of the pupils.
- To plan, prepare and deliver lessons in consultation with the academy's PE lead and class teachers in accordance with the National Curriculum requirements for EY, KS1 and KS2 pupils.
- To effectively implement and deliver a range of high quality indoor and outdoor PE sessions, which are accessible to all pupils.
- To support and mentor school staff in the delivery of high quality PE and sport.
- To deliver the academy's Primary Sports Premium Plan.
- To effectively supervise, mentor and direct support staff during PE sessions.
- to assess pupils in line with academy/Trust policy and share with teachers, including pupil reports.
- To maintain appropriate assessment records, data collection and monitoring information.
- Identify talented pupils and encourage them to further their development in sport activities.
- To liaise with the PE lead.
- To organize and deliver out of hours sporting activities and experiences.
- To develop and organize intra and inter school/academy competitions.
- to liaise with other schools and academies regarding sporting links and competitions.
- To liaise with staff, parents/carers and the wider community regarding out of hours sporting provision.
- Establish and develop links with local sports clubs and other community providers.
- To complete administrative tasks related to the role eg maintaining registers, updating records, completing fitness tests documents etc
- To follow all academy and Astrea policies including, the academy's behaviour policy and the Trust's Safeguarding Policy.
- To implement appropriate Health and Safety approaches in order to ensure a safe, effective, child friendly environment in all lessons and activities.
- To administer first aid when necessary.
- To be ICT competent and be able to use e-mails and CPOMs.
- To attend all relevant training.
- To attend meetings as and when required/directed.



- To participate in the academy appraisal cycle.

Support for the teacher:

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed
- Undertake pupil record keeping as requested
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- Gather/report information from/to parents/carers as directed

Support for pupils:

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Supervise and support pupils ensuring their safety and access to learning
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Encourage pupils to act independently as appropriate

Support for the school:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the academy
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Any other related duties as they may arise.

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Liaising with Others:

- Consider carefully, who is the most appropriate person to help in a specific situation and determining who should make contact, when and how, etc.
- Consider carefully issues of confidentiality when dealing with pupils, teachers, parents and outside agencies.
- Inform appropriate pastoral managers about social or behavioural issues related to pupils.
- Contact parents, if appropriate, after proper consultation with Team Co-ordinators or the Principal.
- Keep up-to-date with Child Protection Procedures and notify the 'named person' of any concerns about a child



PERSONAL SPECIFICATION

Experience

- Experience in relevant type of school/academy
- Evidence of contributing to extra-curricular activities
- Experience of working with SEND pupils
- Significant experience at least 2/3 years of coordinating and delivering coaching programmes in a wide variety of sports
- Experience of planning sessions
- Experience of running after school clubs and liaising with the wider community including parents
- Experience of training others e.g. Lunchtime Staff, Playground

Qualifications

- Relevant sports qualifications
- GCSE grade C or above in maths and English
- First Aid qualification (desirable)
- Degree (Desirable)

Behaviours

- Willingness and ability to pursue professional learning/ qualifications for the post
- A commitment to inclusion and pupil wellbeing
- High expectations of self and others with a Professional demeanour
- Ability to relate well to children and adults
- Effective interpersonal skills
- Effective organisational skills
- Calm, positive and ability to work under pressure
- Confidence and commitment
- A willingness to multi task

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy or requested by emailing recruitment@astreaacademytrust.org