

PE Coach – Primary Programme

Job description and person specification

Job description

Post title: PE Coach – Primary Programme
Salary: UNQ 1-4 (depending on experience)
Position: Fixed term to August 2026
Reports to: Head of Department, PE

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

Purpose of the post

Retford Oaks Academy are looking to recruit a PE Coach on a fixed term basis who is dedicated to having a positive impact on pupils within our trust primary schools through and preparing and delivering lessons of outstanding quality. The role will involve teaching pupils at primary schools across our academy trust as part of our primary PE programme. The ability to travel to all schools across our trust is essential as part of this role.

The ideal candidate will:

- be an excellent role model and a committed team player
- have a proven track record of successfully working with pupils in a primary setting
- be well organised, flexible, confident and calm under pressure
- be committed to the trust's ethos and values

Main duties and responsibilities

- To teach to the highest possible standard in the appropriate curriculum area/s as agreed with the Principal, within the framework of the National Curriculum (where appropriate), department and whole academy policies and requirements.
- To act as an ambassador for the academy trust by supporting our values and expectations of learning.
- To ensure that the quality of teaching and learning in lessons is of the highest possible quality.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils
- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- To keep records of student achievement and progress.
- To maintain high expectations of pupils and ensure that teaching approaches and materials are commensurate with student capability so that the optimum standard of student achievement is reached.
- To participate in faculty/subject planning, development of appropriate syllabuses, resources and schemes of work.
- To share the responsibilities required to enable the faculty/subject to function successfully.
- To attend and contribute to meetings/development time according to the academy's meetings/development time- schedule.
- To be a significant presence and role model for pupils and staff.
- To follow and enact where necessary all relevant policies, procedures and guidelines including those agreed by DAT (Diverse Academies Trust).
- To contribute to academy development through team planning and review meetings
- To work within the framework of national legislation and in accordance with the provision of School Teachers Pay and Conditions and all National Professional Standards, The Conditions of Service for School Teachers in England and Wales and with locally agreed conditions of service.

Additional

- We all have a responsibility for providing and safeguarding the welfare of children and young people we are responsible for or come into contact with.
- Collectively, we share and co-develop best practice for the benefit of all our academies.
- We promote the employment of people with disabilities and will make adjustments considered reasonable to the above duties.
- You will have the opportunity to access the very best professional development and therefore may be required to attend, from time to time, training courses, conferences, seminars or other meetings.
- This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.
- We empower our colleagues to enable our pupils to meet the highest possible standards, and we recognise that all our staff have a role in improving student outcomes.
- The contents and allocation of particular responsibilities and duties may be amended after consultation from time to time as part of a broader structural review.
- We have an established framework of core principles and practice to which all our academies subscribe, which are developed and agreed on in collaboration.

- It is a condition of your employment you are expected to adhere to our policies, procedures and guidelines.

Person specification

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
A Grade C or above in GCSE Maths, English and Science or equivalent	✓		Application form
Sports Coaching Qualification (or equivalent)	✓		Qualification certificates
Knowledge and understanding			
Evidence of ability to lead a group	✓		Application form
Commitment to the safeguarding and welfare of all pupils and providing equality of opportunity	✓		
Contribute to the writing and implementation of relevant plans and resources		✓	
Understanding and knowledge of a variety of positive behaviour management strategies		✓	
Ability to institute sound procedures to ensure good behaviour and discipline in the school with the co-operation of all members of staff, pupils and parents	✓		Interview
Knowledge and understanding of the principles of assessment and effective record- keeping and their use to promote the educational and personal developments of the pupils	✓		References
Knowledge of current educational issues	✓		
Skills and attributes			
Possess the necessary interpersonal skills to help develop and maintain good relationships with pupils, staff, parents, and outside agencies and the wider community	✓		Application
Shows commitment to a supportive, coaching culture	✓		Interview
Commitment to ongoing personal and professional development	✓		References
The ability to set targets and complete tasks to meet deadlines	✓		
Ability to work effectively under pressure	✓		
A commitment to educational inclusion and to raising standards	✓		

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Core			
Able to work flexibly including regular travel across the Trust and occasional evenings, according to the needs of the role		✓	Interview
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that their medical fitness for the post can be ascertained	✓		
Prior to confirming an appointment to the Trust, two satisfactory references will need to be received.	✓		