



NELSON PRIMARY SCHOOL

SPORTS INSTRUCTOR

Grade	B/3 – Teaching and Learning Support (subject to confirmation/review)
Working pattern	Monday to Friday, 9:45am–4:30pm; term-time only, pro-rata salary
Location	Nelson Primary School, Birmingham
Proposed start	November 2026

Job description review: Some school job descriptions are currently being reviewed by Birmingham City Council. The supplied council Sports Instructor description records the grade as subject to evaluation. The grade and duties in this Nelson-specific document should therefore be confirmed through the appropriate HR/job-evaluation process.

Purpose of the role

To support and deliver high-quality sport, physical education and physical activity during the school day and through after-school clubs; promote participation, enjoyment and healthy lifestyles; and deliver curriculum activity within designated areas of specialism under appropriate school direction and supervision.

Our school environment

Minutes from Brindleyplace and Birmingham city centre, Nelson benefits from exceptional outdoor and indoor sporting resources: a basketball court, a field with a full-size football pitch, two further football pitches, a dedicated mile track, extensive green space, a fully equipped PE hall and well-resourced PE equipment.

Key responsibilities – PE and pupil support

- Deliver planned, inclusive and progressive primary PE activities, including timetabled lessons supporting teachers' PPA arrangements, subject to the school's agreed direction, supervision and deployment requirements.
- Promote the benefits of sport and physical activity through lessons, extracurricular opportunities, school events and competitions.
- Support and encourage pupils to take part in structured activities at breaktimes and lunchtimes, including motivating children to use the mile track.
- Deliver or support planned morning sensory circuits and small-group physical development interventions, in liaison with SEND and pastoral staff.
- Support small groups to develop coordination, fitness, stamina, confidence and enjoyment of movement, including less-active pupils.
- Promote age-appropriate messages about healthy eating, hydration, positive body image and physical and mental wellbeing.
- Adapt activities to meet pupils' needs, abilities and disabilities, maintaining safe participation and positive behaviour.
- Implement PE assessments where required, following the school's PE guidance and agreed criteria.

After-school clubs and wider sport

- Organise, plan and run after-school sports clubs, with suitable safeguarding, supervision and risk management arrangements.

- Maintain accurate club registers and communicate appropriately with parents, class teachers and administrative colleagues.
- Support sports days, house competitions, school tournaments and pupil sports leaders.
- Prepare, organise, maintain and check sporting resources and equipment, including those used outside normal teaching hours.

Organisation and professional expectations

- Work to an agreed timetable and follow the direction of line managers, school policies and ethos.
- Communicate sports provision and timetable changes effectively using school systems; work collaboratively with other staff.
- Maintain professional relationships with pupils, families and colleagues and communicate appropriately about pupil progress.
- Assist with daily pupil supervision and respond flexibly to short-term needs, including wet playtimes and changes to provision.
- Follow health and safety, safeguarding, behaviour and risk-assessment procedures; keep accurate records and report concerns promptly.
- Work independently where appropriate, while recognising when guidance or escalation is needed.

Person specification – essential

- An appropriate Level 3 sports qualification or equivalent demonstrable experience.
- Experience of sports coaching or instruction to a good standard in an educational or relevant setting, or equivalent demonstrable experience.
- Good spoken and written English, communication and interpersonal skills.
- Ability to use Microsoft Office and relevant school management information systems.
- Strong organisation, prioritisation and record-keeping skills.
- Ability to build positive relationships with children and families, work independently and contribute to a team.
- A flexible, resilient approach and ability to work calmly under pressure, including outdoors in varied weather.
- Understanding of safeguarding and health and safety policies, and commitment to ongoing training and professional learning.

Additional experience welcomed

Experience of whole-class primary PE delivery, positive behaviour management, SEND-inclusive activity, sensory circuits, targeted physical interventions and running extracurricular sports clubs would be particularly valuable.

Safeguarding and safer recruitment

Nelson Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to safer recruitment checks, including an enhanced Disclosure and Barring Service (DBS) check with children's barred list information where applicable, satisfactory references, identity and right-to-work checks, and verification of relevant qualifications and employment history. All staff must recognise, record and report safeguarding concerns in accordance with school procedures.

Equal opportunities

We welcome applications from suitably qualified candidates and are committed to equal opportunities and inclusive employment practices.