



Job Title:	Senior Sports Coach (Post B)
Main purpose of the role:	<p>Be a lead sports coach in a Trust/partner school.</p> <p>Manage a LEO holiday Camp during school holidays.</p> <p>Responsible for the running of and the necessary planning/organisation &amp; admin of their specific holiday camp site.</p> <p>Deliver high quality PE lessons.</p> <p>Organise and lead on school sports extra curricular clubs and extracurricular sports &amp; activities.</p> <p>Train &amp; develop sports supervisors &amp; apprentices.</p> <p>Entitled to admin time to coordinate school sports provision.</p>
Pay Scale:	LEO 5/6 (GLPC scale points 11-20) - Outer London PS6 - Surrey
Reports to	Director of PE & Sport
Responsible for:	Sports Supervisor Sports Apprentices / other coaching staff as appropriate
Annual leave description:	<p>It is expected that 20 days of annual leave will be taken during the school closure periods as follows:</p> <ul style="list-style-type: none"> <li>● 10 days during the summer break (to include 1 bank holiday), i.e. last 2 weeks of August</li> <li>● 6 days during the Christmas break (to include 3 bank holidays)</li> <li>● 4 additional bank holidays to be taken as they arise.</li> </ul> <p>According to organisational needs, the remaining 12 or 15 days can be taken throughout the year.</p>

Main purpose of the post:

- Deliver high quality Curriculum PE lessons and activities
- Manage a LEO Academy Trust, Holiday Sports Camp during school closure periods
- Manage a team of sports coaches for your school site



- Carry out administrative tasks associated with the holiday sports camp
- Lead school sport. Carry out administrative tasks associated with the school's sports teams and clubs.
- Plan, develop and deliver extra curricular learning programmes including before school, afterschool and lunchtime clubs and where possible, increase the number of participants involved in identified out of hours sports programmes;
- Assist with the organisation of school swimming.
- Be a positive Mentor, setting and demonstrating high standards to sports apprentices and assistants.
- Promote subject to all stakeholders and inspire colleagues.
- Work with school Subject Leaders to ensure
  - Assessment is up to date on all pupils
  - Resources are managed for this subject
  - Successful implementation of new PE initiatives
  - That every child in the school has their allocated 2 hours of PE each week

#### Roles and Responsibilities

##### Teaching, Learning and Opportunities

- Deliver high quality teaching and learning in PE, share good practice in the school to improve standards.
- Ensure the effective use of planning, assessment and monitoring of standards and attainment in PE.
- To oversee the successful implementation of new sport initiatives.
- To liaise with the Sports Development officer to support the delivery of the LEO Trust vision for Sport across the Trust;
- To attend meetings, contribute to discussions and systems necessary to coordinate PE and school sport in the school.
- To carry out administrative tasks and submit Sports / PE reports.
- To ensure equal opportunities with regard to all aspects of practice and provision.
- Ensure inclusion of all pupils in appropriate sports, games and other activities; ensuring that any activities are suitable for the age, physical and emotional maturity, experience and ability of the participants
- To work with the school Subject Leader to ensure
  - Assessment is up to date on all pupils.
  - Manage the resources for this subject.
  - School Sport improvement plans relative to school funding
  - Assist with the completion of sports participation rates, PE action plan, sports premium funding spend, sporting kitemarks.

##### Leading

- Skills to lead and oversee a team of sports coaches delivering a high quality holiday provision.
- To organise and deliver a broad range of extra-curricular sporting activities; to lead a minimum 10 hours of extracurricular clubs each week, developing the school's provision in a wide variety of sports; Liaise with staff to carry out extra curricular clubs



- Ensure that school teams are entered and compete in all SSP, LEO and external sports events.
- To run organised sports teams & games at lunchtime. To develop pupil standards and improve school sport.
- To oversee the successful implementation of new sports initiatives.
- To undertake any other duties as may reasonably be directed by the Principal or Director of PE & Sport.
- Establish constructive relationships and communicate with other agencies/professionals and local borough schools.

**Employment Duties:**

This job description is to be carried out in accordance with agreed Trust and school policies and the provisions of the employee contract.

**General Information:**

Equality of Opportunity	As a member of Trust staff, to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying
Confidentiality and Data Protection	To treat all information acquired through employment, both formally and informally, in strict confidence To be aware of the school's responsibilities under the General Data Protection Regulation 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this
To contribute as an effective and collaborative member of the School team	Any other duties as reasonably required by any manager of the school. Participating in the ongoing development, implementation and monitoring of the school development plan. Attend regular meetings as required and make a positive contribution during meetings.
Child Protection	Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.

Agreed by: ..... Date .....



This job description may be amended at any time after consultation with the post holder.

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

LEO Academy Trust is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, volunteers, contractors and former staff.

Person Specification (Post B: Senior Sports Coach)

#### Training and Qualifications

- Minimum of Level 2 NGB / UKCC Award in relevant sport, or equivalent of level 4 Sports Coach qualification (essential), or
- Significant (minimum of 2 years), relevant experience (essential).
- Commitment to obtaining level 5 Primary School Physical Education Specialism after 1 year in post (essential).
- Full driving licence and access to independent transport (desirable) - ability to travel to all Trust sites (essential).

#### Knowledge and Skills

- Knowledge of child protection and health and safety procedures.
- Ability to embrace and demonstrate the Trust's commitment to delivering sports tuition and clubs to its current and future schools as well as those outside the Trust
- Be an outstanding and innovative sports instructor and coach who can teach classes of children across the primary age range to provide the class teacher with management time.
- Able to demonstrate how your current role has impacted positively on pupil attainment and progress in any area.
- Ability to organise a range of sporting activities for children.
- Commitment to developing children to become sports leaders of the future.
- Commitment to all aspects of the extra-curricular life of the school and the ability to lead different sports clubs during the week.



- Enthusiastic about working within a climate of positive change. Able to assimilate new ideas and procedures into own practice and model this to others.
- Commitment to effective inclusion to cater for all needs in a primary, mainstream school.
- Commitment to celebrating the multi-cultural school population.
- Commitment to ensuring equality of opportunity with regard to all aspects of school life.
- Commitment to your own Continuing Professional Development.

#### Experience and Interests

- Experience leading a sports holiday camp provision
- Understanding of high-quality PE, school sport and the National Curriculum (essential).
- Significant (minimum of 2 years), recent and relevant experience coaching (essential).
- Significant (minimum of 2 years), recent experience teaching sport in a primary school (desirable).
- Experience of coaching primary aged children.
- Experience of coordination and delivery of sports events and competitions.
- Experience of sports development initiatives and programmes.
- Knowledge of child protection and health and safety procedures.
- Experience of using technology and multimedia as a communicative tool.