



# Sutton Coldfield Grammar School for Girls

## Application Pack for Sports Coach and Cover Supervisor

Start date: **September 2025**

Closing date for applications: **9.30 am on Monday 30th June 2025**

Interviews to be held: **Thursday 3rd July 2025**

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Permanent Post, 35 hours/week (term-time only)

Full-time equivalent salary range: £26,409 - £32,654 (Pay Award Pending)

Actual salary range: £22,239 - £28,134  
(dependent on skills and experience)

Jockey Road, Sutton Coldfield, West Midlands, B73 5PT

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Dear colleague,

Thank you for your interest in our vacancy for a Sports Coach and Cover Supervisor. We are looking for an enthusiastic and hardworking employee to support the smooth running of the school. The successful applicant will be a proactive and positive team player with a passion and talent for sport and game, keen to become a vital part of the school team. Our Sports Coach and Cover Supervisor will promote sport through the delivery of PE lessons, sports clubs, inter-form activities and fixtures, cover classes for the short-term absence of teachers, and support the delivery of our hugely popular DofE programme, for our students working towards the bronze, silver and gold award. The core hours of the post will be 8.40 am to 3.40 pm with an expectation to deliver after school clubs and assist with school sports team fixtures, for which additional hours will be paid where the contractual hours are exceeded.

At Sutton Girls, we provide high quality teaching and learning, strong pastoral support and a wide range of extra-curricular opportunities within a caring environment that values character development and wellbeing. There are over 1,200 students in the school, including 316 students in our sixth form comprised of a mixture of students who were with us in Year 11 at Sutton Girls and others who joined at the start of Year 12.

Ranked the 45th best state secondary school nationally in the recent Sunday Times Parent Power Survey, we take pride in offering students an inspirational environment. Our students are highly motivated, have a thirst for knowledge and a desire to learn. Whilst we have a long history of excellent GCSE and A-level results, we provide students with so much more than mastery of examination syllabuses, we have a wide ranging and developing super-curricular offer. Our vision is for all students to have a love of learning, a positive and resilient approach with a strong sense of community. Every individual will be encouraged to be aspirational, prepared for their future and inspired to make a difference.

Our culture is one which celebrates the diversity of the school's intake and through the assembly, tutor time and Personal Development programme we build an understanding, kind and respectful ethos. Our wide variety of extra-curricular activities enable students to develop their existing skills, discover new ones and broaden their horizons. There are numerous opportunities including sport, music, drama, DofE, STEM, various student led clubs and many residential trips, including CERN, World Challenge expeditions to Tanzania and ski trips to Canada. Our students are drawn from across the city of Birmingham, with many travelling long distances to be a part of Sutton Girls.

There is a wide variety of CPD that colleagues can opt into, teaching and learning sessions form most staff meetings and these are led by a variety of colleagues. We are informed by educational research, and focus on developing our questioning, retrieval practice and continuing to refine our approach to assessment. Growth mindset strategies and character development are central to our day-to-day activities whilst maintaining staff and student well-being

This link to [our Spring 2 newsletter](#) gives you a flavour of what has been happening in school recently. Having joined Sutton Girls in September 2017, I can testify to the fantastic support offered to new staff, with the formal induction programme and buddy system alongside the daily informal help readily offered by colleagues to each other.

Thank you for taking the time to consider Sutton Coldfield Grammar School for Girls, we look forward to receiving your application.

Yours sincerely,



Dr B. Minards  
Headteacher



## Job Description

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

**Responsible to:** Deputy Headteacher: Curriculum

### Job Purpose

- Promote sport through the support and delivery of PE lessons, sports clubs, inter-form activities and fixtures.
- To cover classes for the short-term absence of teachers, ensuring the smooth running of the school.
- To coordinate and promote the Duke of Edinburgh Award Scheme within school.

### Duties and Responsibilities:

#### Cover Supervisor

- Take responsibility for checking which lessons have been allocated for cover and ensure the HR and Senior Administrative Assistant is aware of your location when not covering lessons.
- Supervise whole classes with due regard for their health and safety and school expectations for behaviour and work ethos.
- Supervise and where possible support the students in their class work, ensuring that work set is undertaken.
- Ensure students with specific needs are able to access the task appropriately.
- Begin and end lessons in line with school guidance, ensuring students are provided with the necessary resources for their learning.
- Liaise with teaching staff or Heads of Department before the lesson with any queries regarding work set.
- Ensure the room is left tidy and ready for the next lesson.
- Observe and enforce the school behaviour policy when supervising students, take action and report any incidents where necessary in accordance with the school policy.
- Provide a brief summary from each lesson to the class teacher.
- Promote and safeguard the welfare of students in your care
- Provide administrative support to teaching and support staff, as necessary, when cover is not required

#### Sports Coach

- Deliver daily sporting clubs during the school lunch time break and after-school sports sessions as scheduled
- Deliver some core PE lessons during the school day.
- Assist with after-school sport team fixtures as required.
- Support the PE department in leading inter-form sporting events and activities.
- Liaise with sixth form students to promote and organise sport enrichment activities during the school lunch break.
- Track the number of students participating in sporting extra-curricular clubs and activities.
- To support registering all external sporting fixtures on the Evolve system.





# Job Description

## Duke of Edinburgh (DofE) Award

Assist the school's DofE Manager to:

- Lead DofE and Expedition training sessions.
- Liaise with appointed approved activity providers with regards to the organisation of expeditions.
- Support participants in their choice and completion of their Volunteering, Skills and Physical sections of the Award.
- Coordinate the work of other DofE volunteer leaders within school.
- Promote the benefits of the DofE Award with students, parents/carers and staff, work with the Communications and Marketing Assistant to celebrate and share successes.

## General

- Promote the agreed vision and aims of the school and set an example of personal integrity and professionalism.
- As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.
- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right to make changes to the job description following consultation







## Person Specification

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of coaching a sport to young people, in a club or work environment.</li> <li>• Experience of working in a school environment desirable but not essential.</li> <li>• Experience of completing or being involved in delivering the DofE Award desirable but not essential.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Evidence of a passion and talent for sport.</li> <li>• Positive and driven with a solution-focused attitude.</li> <li>• Ability to work both independently and as part of a team, working cooperatively with others.</li> <li>• Ability to work calmly under pressure and organise time and resources effectively, acting on own initiative.</li> <li>• Ability to motivate and inspire confidence in students and manage student behaviour.</li> <li>• Flexible approach to work, with a keenness to be involved in activities to support the smooth and effective running of the school.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Personal integrity, honesty and sound judgement.</li> <li>• IT competent, particularly in Microsoft Office Software. Experience of Teams is desirable but not essential.</li> <li>• Ability to undertake administrative tasks.</li> <li>• Evidence of a full driving licence and willingness to be trained to drive the school minibus essential.</li> </ul>
<b>Qualifications and Knowledge</b>	<ul style="list-style-type: none"> <li>• A good standard of general education, ideally qualified to at least A level standard (or equivalent).</li> <li>• A sports coaching qualification in at least one team sport.</li> <li>• A sound understanding of the principles of confidentiality, safeguarding and child protection.</li> <li>• Be first aid qualified or willing to undertake required training.</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in further training and development opportunities offered by Sutton Coldfield Grammar School for Girls.</li> </ul>



## How to apply

To apply for the post of Language Assistant (Spanish) at Sutton Coldfield Grammar School for Girls, please complete the application form and enclose a letter supporting your application. In your letter you should:

1. Explain your reasons for applying for this post
2. Address the requirements of the job description and person specification to outline your professional experiences, skills, and strengths and how they are suited to the demands of this role.

The application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form. Completed applications should be emailed to [recruitment@suttcold.bham.sch.uk](mailto:recruitment@suttcold.bham.sch.uk), and for the attention of Dr Barbara Minards, Headteacher.

**Deadline for Applications: 9.30 am on Monday 30th June 2025.**

**Interviews will be held on Thursday 3rd July 2025.**

Candidates who have not heard from us by then should assume their application has been unsuccessful on this occasion.

## References

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.



## Safeguarding

Sutton Coldfield Grammar School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to all necessary pre-employment checks. This includes enhanced DBS, barred list clearance, medical fitness, identity and right to work; and where applicable prohibition check, qualifications, certificate of good conduct and letter of professional standing from the regulating authority in the country in which the applicant has worked. An online search will also be carried out as part of due diligence on all shortlisted candidates.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school. In addition to the ability to perform the duties of the post the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people.
- ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- emotional resilience in working with challenging behaviours.
- attitudes to the use of authority and maintaining discipline.
- any relevant issues arising from references.
- any gaps in time not covered by details in the application form.

## Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Please refer to our policy statement on the recruitment of ex-offenders.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement of the role.



**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

# Summary of Child Protection Information for Visitors and Volunteers

Sutton Coldfield Grammar School for Girls is committed to the highest standards in protecting and safeguarding the students entrusted to our care. Our school supports all students by:

- Promoting a caring, safe and positive environment within the school
- Encouraging self-esteem and self-assertiveness
- Effectively tackling bullying and harassment

We recognise that some students may be the victims of neglect, physical, sexual or emotional abuse. Staff working with students are well placed to identify such abuse.

In order to protect our students, we aim to:

- Create an atmosphere where all our students can feel secure, valued and listened to.
- Recognise signs and symptoms of abuse.
- Respond quickly, appropriately and effectively to cases of suspected abuse.
- If you have a concern that a student is being harmed, is at risk of harm, or you receive a disclosure (intentionally or unintentionally), you must contact the following staff member as quickly as possible.

**Designated Senior Lead (DSL) and Single Point of Contact (SPOC) for safeguarding and child protection: Mr Neil Eaton.**

If this person is not available please contact

**Deputy DSL/SPOC:** Mrs Samantha Hart  
Mrs Lisa Neal  
Mrs Meg Mahoney  
Miss Rebecca Pegg  
Dr Barbara Minards

**Headteacher:** Dr Barbara Minards

Everyone working with our students their parents and carers should be aware that:

- Their role is to listen and note carefully any observations which could indicate abuse.
- They should not attempt to investigate once the initial concern is raised.
- They should involve the Designated Senior Person (DSL) immediately.
- If the DSL is not available the Headteacher or the Deputy DSL should be contacted.
- Disclosures of abuse or harm from students may be made at any time.

***If anything worries you or concerns you, report it straight away. The main office will direct you to the appropriate member of staff to report your concerns.***

***The school's Safeguarding and Child Protection Policy and procedures will form part of the induction for the successful candidate.***

