

## Job Description

<b>Post Title:</b>	<b>Sports Coach and Behaviour Mentor</b>
<b>Location:</b>	<b>Sunnyside Spencer Academy</b>
<b>Salary/Pay Range:</b>	<b>NJC05– NJC08</b>
<b>Hours of work:</b>	<b>Monday to Thursday 8am to 5pm (60 minute lunch break), Friday 8am to 4pm (60 minute lunch break) - Term time only</b>
<b>Reporting to:</b>	<b>Senior Leadership</b>

### Purpose of Role

The role of Sports Coach is to deliver high quality PE sessions throughout the school. To inspire and enthuse all pupils, especially the disadvantaged, to achieve success academically and live and lead active lifestyles. It will also involve delivering and monitoring a co-ordinated programme of high quality extra-curricular, professional coaching activities which are progressive and reflect the needs of young people within the school. Linking the curriculum, community and club provision, the role will provide increased opportunities for children to access extra-curricular activities to support their learning.

Our Sports Lead and Behaviour mentor will also work to provide in class support and nurture to support the needs of our children.

The post holder is appointed to work within the school as part of a team, under the general direction of the Principal who will be responsible for the overall policy of the school and for matters of control and discipline.

To promote the school's vision, values and aims in the provision of a safe, stimulating and high quality environment catering for young people's educational and developmental needs.

To be an excellent role model for all children.

### Main Duties and Responsibilities

1. To organise, plan and deliver a range of high quality and innovative sport and physical activities to children and young people, in school curriculum time (following the PE National Curriculum) and/or to set programmes of study.
2. To deliver a range of Extra-curricular sporting activities at lunch times and after school clubs.
3. To produce full and accurate assessments and reports on children and young people's progress to the required timeframes.
4. Develop and inspire young people to live and lead active lifestyles by motivating and encouraging them to participate in sport and activity.
5. To encourage young people to interact and work co-operatively with others and engage in all sporting/extra-curricular activities, ensuring all pupils are included and understand the curriculum and class activities.

6. To be a positive role model, creating a positive and fun environment in which to learn, encouraging attendance in particular by children who do not usually participate in sport and/or extra-curricular activities.
7. To assist and support teachers in delivering high quality coaching and effectively supervise, mentor and direct support staff, volunteers and apprentices, where appropriate.
8. To work in classes to support children with behaviour choices and support with nurture interventions
9. To provide PPA cover as and when required.
10. Maintain and develop good working relationships with parents/carers and other adults involved with each child.
11. To carry out administrative duties as necessary e.g. maintain accurate Attendance Registers, collect monies, carry out risk assessments etc.
12. To assist in collection of management information.
13. To develop and maintain effective and positive working relationships with all partners and community organisers, attending meetings with key partners as and when required.
14. Maintain up to date knowledge and understanding of the school PE National Curriculum
15. To be aware of and maintain up-to-date knowledge of relevant National Governing Body programmes, policies and practices.
16. To be committed to continuous development and attend regular 'in-house' and external training to enhance skills as appropriate within the role.
17. To implement school Health and Safety policies and procedures in order to ensure a safe, effective, child friendly environment in all lessons and activities.
18. To be prepared to occasionally carry out work during evening and/or weekend periods

#### **General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.

- Participate in the Academy Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

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#### **Additional Information**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

#### **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and experience</b>		
Experience and knowledge of working with children and young people	✓	
Previous coaching in a school environment		✓
Have at least two years' experience in a		

sporting role	✓	
Experience and understanding of the 2014 National Curriculum and working with children within a Primary setting		✓
Further educational or vocational qualifications in sport or related areas		✓
A recognised Level 3 sports qualification	✓	
GCSE (or relevant equivalent qualification) in English, Maths and a Science subject (minimum Grade C)	✓	
Current full Driving Licence	✓	
<b>Knowledge and skills</b>		
Ability to set up and deliver high quality sports coaching sessions to children and young people	✓	
Awareness of children with special educational needs (dietary, emotional, physical)		✓
Awareness of pupils on special or restricted diets for medical reasons		✓
Be able to plan a range of innovative coaching sessions and programs	✓	
Knowledge of the PE National Curriculum	✓	
Be able to produce accurate assessments and reports in children and young people's progress	✓	
Intermediate IT skills and knowledge of word processing, spreadsheet and database eg. Microsoft office applications	✓	
Effective time management skills	✓	
Awareness of Health and Safety requirements in sport and physical activity	✓	
Ability to work calmly under pressure	✓	

Customer focused.		
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability.	✓	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.	✓	
Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality service provision.	✓	
Is adaptable to change/embraces and welcomes change.	✓	
Acts with pace and urgency being energetic, enthusiastic and decisive.	✓	
Communicates effectively.	✓	
Ability to work collaboratively with others	✓	
<b>Personal qualities</b>		
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓	
A diplomatic and patient approach	✓	
Able to follow direction and work in collaboration with the leadership team	✓	
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	✓	
Has the ability to learn from experiences and challenges.	✓	

Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	
Committed to flexible working practices and willingness to go that "extra mile"	✓	
Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with.	✓	
Not barred from working with children	✓	