



JOB DESCRIPTION

Job Title:	Sports Coach
Salary:	TPAT Point 9
Responsible to:	Headteacher & PE Co-ordinator
Direct Supervisory Responsibility for:	Support Staff
Important Functional Relationships: Internal/External:	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, External Professional Bodies, Visitors & Outside Sporting Agencies

Main Purpose of the Job:

- Working in partnership with the PE Coordinator and teaching staff to develop provision for sport throughout the school and to support teachers and their teaching of PE;
- To coach in a range of sports at a local level; Main hours from 12:30 to 4:30
- To prepare and implement well-structured and progressive coaching programmes ensuring a high quality, enjoyable coaching experience centred around the needs of the participants;
- To assist and support teachers in delivering high quality coaching;
- To set up and coach at out of school hours sports clubs, encouraging attendance in particular by children who do not usually participate in sport by enabling all pupils to access the PE curriculum and extracurricular activities.

Main Duties and Responsibilities:

Principal Responsibilities

- Take a lead role in developing and maintaining resources for PE and sports activities through advising on the suitability and appropriateness of resources and preparing, maintaining and deploying resources to assist teaching. Assist in ensuring the sporting inventory is kept up to date;
- To assist in the teaching of PE through leading activities, and supporting non specialists. Contribute to the planning of lessons and work programmes and the devising of suitable activities. Support the teaching and learning of individual or groups of pupils, using support strategies appropriate to the needs of pupils, providing feedback and liaising over problems;
- To assist teachers in the evaluation and revision of lessons and work programmes for individuals and groups of pupils and contribute to the monitoring, recording and assessment of pupil progress;
- Under the guidance of SENCO supporting those pupils with medical, emotional or behavioural problems and assisting with the development of social skills to promote positive behaviour patterns, raise self-esteem and improve pupil learning opportunities;

- To contribute to the development of a purposeful working atmosphere, promoting fair play and good sporting behaviour and implement the school's behaviour and any related policies and procedures. Teach whole groups for agreed periods when the Teacher is not present;
- Coordinate, initiate and develop liaison with outside agencies and professionals to secure high quality opportunities for PE and sport within and beyond the timetabled day, ensuring effective communication throughout by undertaking clerical/administrative tasks at the direction of the PE Co-ordinator;
- Establish out of school sporting activities, including where possible, the opportunity to participate in competitions and monitor the participation of out of hours PE and sport;
- Contribute to the supervisory arrangements for pupils during break-times and on out of school activities including-
 - Delivering a range of high quality lunch time sporting activities daily
 - Delivering a range of high quality after schools sport clubs daily
- Contribute to the care, health and welfare of pupils in accordance with the school's health and safety regulations which may include cleaning up and giving first aid to pupils in need (including bodily fluids). Training will be provided if necessary;
- To be responsible for organising and managing teaching/play equipment, materials and other resources required to support the delivery of curriculum/play activities and giving consideration to specialist teaching/play aids;
- Undertake regular risk assessments and ensure that the school's emergency procedures are adhered to at all times;
- Ensure that all equipment is available, useable, fit for purpose and safe;
- Control the issue and return of equipment;
- To work within the policies and procedures of the school, children's centre and the Trust;
- Assisting in such other duties as the Headteacher may from time to time require;
- Ensure the highest standards of professional conduct and confidentiality at all times.

General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.