



Job Description

Sports Coach – Level 3, Grade 4

3 days per week, Wednesday to Friday

£25,584 pro rata, term time only which equates to apx £10,362 per annum

Hours of work: 11.00am until 4.30pm but with flexibility for a paid later finish when there is a competition

Reporting to: The post holder will report to the Assistant Headteacher responsible for PE and Sport and the Head of School.

The main contacts of the job are class teachers, Senior Leadership Team, other support staff and pupils.

Main Purpose of the Job:

To be responsible for the delivery of games lessons, including in-school and after school activities, city-wide events and competitions.

Main Duties and Responsibilities:

1. To establish and deliver a well-structured games lessons, lunchtime and after school coaching
2. To coach pupils with a wide range of experience of all abilities, overcoming barriers to participation.
3. Deliver coached sessions to pupils and other children in the form of extra-curricular (including lunch time activities).
4. To promote the values of both achievement and enjoyment in sport and healthy lifestyles to pupils at all times.
5. To ensure that all coaching sessions complement the School's curriculum.
6. To follow all Health and Safety procedures and conduct risk assessment at all venues as required.
7. To ensure effective communication with teaching and non-teaching staff.
8. To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality and to report all concerns to an appropriate person as soon as they arrive.

9. To be aware of and support differences in order to ensure all pupils have equal access to opportunities to learn and develop.
10. To work as part of a team to support colleagues and contribute towards the overall ethos, work and aims of the school.
11. To appreciate and support the role of other professionals.
12. To attend relevant meetings as required.
13. To participate in training and other learning activities and staff appraisal as required.
14. To assist with the supervision of pupils outside of lesson time, for example, clubs and extra-curricular activities.
15. To undertake personal development to improve own practice.
16. To converse at ease and provide advice in accurate spoken English is essential for the post.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Person Specification – Sports Coach

Selection Criteria	Method of Assessment	Essential
At the shortlisting stage, the criteria as stated below will be applied. Applicants must use concrete examples to indicate how they fulfill the criteria listed below.		
1 Experience		
1.1 Experience of delivering high quality, varied and creative coaching sessions	Application form/Interview	√
2 Qualifications/Training		
The successful candidate will:		
2.1 Possess sports coaching/sports related qualification	Application form/interview	√
2.2 Possess excellent numeracy/literacy skills (at a level equivalent to at least NQF Level 2)	Application form/Interview	√
3 Knowledge & Skills		
3.1 Knowledge of age-appropriated skills in teaching and	Interview	√
3.2 Ability to promote healthy life styles and physical activity with primary age children	Application form/Interview	√
3.3 Ability to relate well to staff, pupils, parents.	Application form/Interview	√
3.4 Good spoken and written English skills	Application form/Interview	√
3.5 Ability to work as a team member, understanding school rules and responsibilities and your own position	Application form/Interview	√
3.6 To be able to use a range of positive strategies for encouraging high standards of behaviour	Application form/Interview	√
3.7 An understanding of ICT applications or willingness to learn.	Application form/Interview	√
3.8 Interpersonal sensitivity and concern when dealing with pupils, parents, and school staff.	Application form/Interview	√
4 Personal Style & Behaviour		
The successful candidate will have:		
4.1 Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work	Interview	√
4.2 Self-motivation and personal drive to complete tasks to the required timescales and quality standards	Application form/Interview	√
4.3 The flexibility to adapt to changing workloads, demands and new school challenges	Application form/Interview	√
4.4 Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of pupils	Application form/Interview	√

4.5 Personal commitment to continuous self-development	Application form/Interview	√
4.7 Personal commitment to the school's professional standards, including dress code as appropriate	Interview	√
4.8 Willing to comply with the School's policies, procedures and codes of practice.	Interview	√
4.9 Willingness to participate in development and training opportunities.	Interview	√
4.10 Willingness to undergo first aid training.	Interview	√
5 References		
5.1 Positive recommendation(s) in 2 professional references		√
5.2 DBS clearance/no adverse outcomes from the DBS check		√