



LEE CHAPEL

MULTI-ACADEMY TRUST

GREENSTED PRIMARY SCHOOL & NURSERY

Job Description

Job title: Sports Coach

Salary Scale: Scale 5 Point 12 - Scale 6 Point 17

Responsible to: Head of School
Assistant Headteachers
Director of Sport

Hours: 36.25 hours a week
8:15am-4:00pm Monday to Friday
38 weeks per year, 43.5 weeks paid per year including holiday pay

Job purpose:

- ✓ To support the development of sport across the school
- ✓ To support the development of sport in the wider Lee Chapel Community
- ✓ To deliver consistently outstanding PE lessons and Club sessions
- ✓ To support the overall aim of Greensted to increase Sports Participation across the community
- ✓ To be a sporting advocate of Greensted and wear the logoed attire with pride in school and at sporting events

Professional Accountabilities

Class Coaching

- ✓ To maintain a thorough and up-to-date knowledge of the coaching of your sports and take account of wider curriculum developments which are relevant to your work.
- ✓ To plan lessons and sequences of lessons to meet pupils' individual learning needs.
- ✓ To use a range of appropriate strategies and follow School policies for coaching, behaviour and classroom management.
- ✓ To ensure that you safeguard and promote the welfare of pupils in the school.
- ✓ To assess, monitor and record the progress of pupils and give them clear and constructive feedback.
- ✓ To liaise with class teachers to ensure they are aware of the progress of their pupils in sport.
- ✓ To ensure that, as a result of your coaching, pupils achieve well and make good progress.
- ✓ To take responsibility for your own professional development and use the outcomes to improve your coaching and your pupils' development.
- ✓ To contribute to the preparation and development of programmes of study, schemes of work, coaching materials, coaching programmes, methods of coaching and assessment.
- ✓ To coach according to the individual needs of pupils, having high expectations and setting challenging targets.

- ✓ To promote the inclusion and acceptance of all children within the sporting environment ensuring equal access.
- ✓ To provide feedback to pupils and parents.
- ✓ To support the professional development of teacher and student colleagues through mentoring and coaching.
- ✓ To be responsible for returning equipment to correct place and be proactive in tidying sports' resources.

Club Coaching

- ✓ To proactively promote your clubs across the wider community to increase participation.
- ✓ To lead successful, oversubscribed after school clubs which receive good feedback from pupils, parents and the wider community.
- ✓ To maintain a thorough and up-to-date knowledge of the coaching of your sports and take account of wider curriculum developments which are relevant to your work.
- ✓ To monitor, review and evaluate sports provision and take up at Greensted and feedback key messages to the Director of Sport.
- ✓ To promote and maintain a positive partnership with parents of children attending clubs through regular ongoing dialogue.
- ✓ To ensure that you safeguard and promote the welfare of pupils in the school.

Club Participation in District and County Competitions

- ✓ To ensure that all opportunities to participate in competitive sports are taken up.
- ✓ To proactively seek and organise opportunities for children at Greensted to compete internally and externally against other schools.
- ✓ To organise transport to take teams to and from events.
- ✓ To raise the profile of your sports by becoming the "go to" expert locally.
- ✓ To support and participate in School organised extra-curricular sporting events.
- ✓ When requested, provide demonstrations during assemblies to raise the profile of your clubs.

Other Activities

- ✓ To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community.
- ✓ To participate in whole staff team building training and development sessions.
- ✓ To contribute and support the overall ethos, work and aims of the school.
- ✓ To comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headteacher.
- ✓ To be aware of and support pupil differences and ensure that all pupils have equal access to clubs.
- ✓ To promote the general progress and well being of individual pupils throughout the school.
- ✓ To inform the Head of School immediately of any concerns regarding a pupils' welfare.
- ✓ To maintain good order and discipline among pupils throughout the school, in line with the Behaviour Policy.
- ✓ To safeguard every pupil's health, safety and well being in line with school policies.
- ✓ To register pupils at the start of club sessions and report any absences to office staff immediately.
- ✓ To supervise pupils throughout the school during playtimes and at any other times requested by the Head of School.

Training and Development

- ✓ To review and evaluate coaching methods, policies and schemes of work.
- ✓ To participate in training and development activities in school or at other providers in order to improve professional skills and knowledge.
- ✓ To participate in performance management reviews in line with school policy.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The conditions of employment of coaches are outlined in the School's Human Resources File.

Performance Management

Your annual performance review is based on this overall job description and with particular emphasis on your individual annual targets. These are set in discussion with your line manager and grouped under the headings: Professional development; Team Improvement Plan; pupil progress.

General Expectations:

To carry out any other duties reasonably requested by the Head of School, Assistant Headteachers or Director of Sport. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Head of School. This job description does not form part of the contract of employment. It describes the way in which the coach is expected and required to perform and complete the particular duties as set out above.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.