



Queen Mary's Grammar School



Job Description and Person Specification

Job Title:	Sports Coach (Hockey Specialist)
Grade:	NJC SCP 26 £19.32 per hour (plus £2.33 holiday pay)
Purpose of Job: To deliver games sessions in support of PE staff, under the guidance of teaching/senior staff to implement programmed PE and Games sessions as required. To contribute to extra-curricular sport sessions during lunch and after school, as required.	
Reporting to: PE Department	
JOB DESCRIPTION The duties may include any or all of the following: • Contribute to the overall ethos and high sporting achievement of the School and the PE Department; • Plan and prepare warmups and session plans for games lessons and co-curricular clubs, according to departmental planning and assessment • Support the department in record keeping and administrative tasks. • Work positively and co-operatively as a member of the team, to include liaising and working with colleagues. • Share in pastoral responsibility for all pupils in the school liaising with the Head of PE and pastoral staff. • Take care of equipment and resources and report any damage to Head of PE. • Establish productive working relationships with students, acting as a role model and setting high expectations; • Liaise with teaching staff regarding work session plans and with pastoral staff as appropriate; • Encourage students to interact and work co-operatively with others and engage all students in activities; • Support students consistently whilst recognising and responding to their individual needs by responding to questions and generally assisting students to undertake set activities. • Provide feedback to students in relation to progress and achievement, in line with teacher instructions; • Participate in training and other learning activities as required; • Supervise students on visits, trips and out of school activities, especially sporting fixtures, if requested; • Attend and participate in meetings, as required; • Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop; • Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the School's policy; • Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;	

PERSON SPECIFICATION

Qualifications & Experience;

- Experience of sports coaching or playing a sport to a high club level.
- Knowledge and application of best practice in Teaching and Learning.
- A Level 2 Coaching Qualification.

The following qualifications and skills are desirable, but not essential;

- First Aid.
- Experience of coaching Hockey.
- Experience in a school setting.
- Involvement in sporting activity outside of the school environment.

Skills

- Excellent time management.
- Proven organisational ability.
- Excellent communication skills.
- Ability to work constructively as part of the teaching team, understanding roles and responsibilities and your own position within these.
- Ability to inspire pupils with a love of sport and enthusiasm for learning.

Personal qualities

- Flexible and able to accommodate changes in work with good humour
- High professional standards of oneself and pupils
- Ability to think creatively and demonstrate initiative and remain calm in a crisis.
- Commitment to the School's extra-curricular programme
- Ability to relate well to children and adults;
- Ability to deal with colleagues and pupils in a manner appropriate to each
- Flexibility and adaptability

Philosophy and Ethos

- A commitment to safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the school's safeguarding policy.
- Ability to form and maintain appropriate relationships and personal boundaries with children
- Contribute positively to the overall ethos, objectives and aims of the school.

Health and Safety

- Support health and safety training initiatives and to actively participate in this area.

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.



Queen Mary's Grammar School, Sutton Road, Walsall, West Midlands, WS1 2PG

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