

Key responsibilities and accountabilities

Brief overview of role:

To engage students and others in physical activity, helping them to realise their potential whilst providing safe, creative and appropriate recreational and educational physical activity development programmes and opportunities.

Main Responsibilities:

- Organises and delivers well-structured and progressive P.E lessons, coaching programmes, sporting and activity clubs in a variety of indoor and outdoor settings.
- Responsible for adapting and resourcing published lesson plans.
- Responsible for running 4 x extra-curricular after-School clubs a week which may include taking part in local tournaments/competitions off site.
- Responsible for undertaking 5 x lunchtime duties a week to include sporting activities/clubs.
- Supervises and trains class teachers to plan and run daily P.E lessons, sports and other activity sessions.
- Accountable for supervising and coaching groups of up to 30 pupils in physical activity sessions in and out of school. Also supervising volunteers, parent/carers, etc while assisting in the sessions.
- To work/liaise with the P.E. Subject Leader to ensure physical activity is promoted across the school and the wider community.
- Liaises and builds effective working relationships with school staff community and any other associated sports or activity providers.
- Support pupils by having an awareness of individual needs, learning targets, and the relevant support required to assist pupils' development, offering encouragement and feedback where appropriate
- Enhances the reputation of school and the image and health benefit of sport, building pupils' potential and ability and motivating young people to participate in sport and physical activity.
- Contribute to the implementation of an effective behaviour management strategy, applying it fairly and consistently within clear boundaries and reinforcing positive aspects of behaviour.
- Knowledge of Health and Safety and First Aid, especially in relation to safety of venues, equipment and weather, and being able to decide whether a pupil can take part in sporting activities with regard to illness, injury, etc.
- To work within relevant regulations and guidelines, e.g., Sporting or Funding Body guidelines.
- Undertakes administration as required such as liaising with Admin Team in sending out letters to other schools, parents and completing application forms for events, etc.
- To be aware of your responsibility for promoting and safeguarding the welfare of young persons whom you have contact with during the course of your duties.
- To assist with Assessment and Report writing of specific classes taught on their progress.

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

Water Leys is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

*At Water Leys we have a strong vision and five core values: to **CARE**, **Collaborate**, **Aspire**, be **Resilient** and demonstrate **Enquiry**.*

Sports Coach Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder.

The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria).

		Essential	Desirable
Qualifications and Attainments	<ul style="list-style-type: none"> studied to a minimum standard of GCSE (grade A*- C), or equivalent, in English and Maths NVQ Level 3 (or equivalent) sport/ sport coaching/instructor/leader award in relevant sport or physical activity A first aid award NGB coaching qualifications in at least one sport 	E	D D D
Skills and knowledge	<ul style="list-style-type: none"> high level of oral and written communication skills able to use all MS Office programs particularly Word and Outlook able to work to tight deadlines, managing and prioritising time effectively self-starter, with and ability to work independently & use own initiative to overcome obstacles detailed practical knowledge and of relevant guidelines of a least one sport/activity sufficient to coach young people and able to transfer that skill to other physical activities knowledge & understanding of fitness, injury, nutrition and sports science able to work as a member of a team and liaise effectively with others 	E E E E E	D D
Experience	<ul style="list-style-type: none"> previous experience in a similar role experience of working in a school or academy trust environment Experience of supervising other coaches or instructors Experience of dealing with and coaching young children; all capabilities and all ages, in large groups in various sports / activities 	E E	D D
Personal Attributes	<ul style="list-style-type: none"> have an openness to learning and change have a positive attitude to personal development and training be able to work in ways that promote equality of opportunity, participation, diversity and responsibility 	E E E	
Additional Requirements	<ul style="list-style-type: none"> any travel required as part of the role hold a driving licence and have access to own vehicle out of hours working, eg attending local tournaments etc this role is subject to an enhanced DBS 	E E E	D