

Sports & Physical Education Coach Job Description



Salary Grade:	Status of post: 1-year contract Part-time
Responsible to: Headteacher	Review date: In line with cycle of appraisal/performance management
Responsible for: Planning, delivery and monitoring of physical educational and sport & extra-curricular activities.	Hours: 4 hours sports coach 2 hours after school football club.

Core Purpose:

To plan, deliver and monitor a coordinated programme of high quality, professional coaching that is progressive and reflective of the needs of children, and supports the aim of increasing participation in PE, school sport and improving physical development by all children at the school.

Main duties and responsibilities:

- To prepare and implement well-structured and progressive coaching programmes ensuring a high quality, enjoyable coaching experience centered on the needs of children. The coaching programme will link the school and the wider community, and will aim to provide increased opportunities for children to participate in sport and physical activity.
- To act as the school link to Bacon Sports Network and other external sporting bodies and to perform the administrative tasks involved in school and competition events.
- To deliver coaching in a range of physical activities within the school's PE, Physical Development and sport curriculum.
- To organise inter-school and intra-school sporting competitions for children.
- To be positive role model, creating a positive and fun environment in which to motivate and encourage children to participate in sport and physical activity
- To take positive steps to identify and overcome barriers to participation amongst children, prioritising access and inclusion.

- To agree to abide by Hollydale School's Staff Code of Conduct, including professional behavior, relationships and appearance.
- To carry out duties in accordance with the School's PE and other policies, including equal opportunities, child protection, health and safety at work.
- To develop and maintain effective and positive working relationships with all staff, including the wider community and sporting organisations.
- To attend appropriate professional development courses as identified through the school's quality assurance and appraisal process.
- To continue to maintain contacts are made with outside sporting bodies to ensure signposting opportunities are made available to specific groups or individuals.
- Supervise and support pupils to ensure their safety and access to learning;
- Encourage pupils to interact with others to promote high levels of physical activities.
- Encourage pupils to act independently as appropriate.

Monitoring, Assessment, Recording, Reporting and Accountability

- To use school systems to monitor activities and assess the impact of the extended curriculum on learning and engagement as part of the school curriculum
- Work with colleagues in providing constructive feedback and setting targets for future progress.
- Provide information for reports on individual progress of students to the teacher, other colleagues and parents as required.

Knowledge and Understanding

- Have knowledge of, and keep up-to-date with, the developments in area of expertise
- Understand how students; learning is affected by their physical, intellectual, emotional, and social development
- Select and make good use of ICT skills.

To carry out any other duties which fall within the broad spirit, scope and purpose of this job description.

- Participate in training and other learning activities and performance development as required.
- Accompany pupils on sports competitions as required.
- The nature of the work may involve the post holder carrying out work outside of normal working hours.

Providing Personal and Welfare Care

- Provide pastoral and behavioural support when appropriate and assist in the supervision of students to ensure the schools' health and safety procedures are maintained

- Deal promptly with conflict using a range of communication techniques, encouraging students to take responsibility for their own behaviour and promoting independence
- To provide First Aid as and when required, after undertaking necessary training

Supporting students in the Learning Environment

- To help colleagues in managing risk by supporting assessment of benefits versus risk for sporting activities

Dealing with Behaviour Issues

- Use awareness of behaviour management and communication strategies as necessary to actively diffuse/deal with disruption of student learning

Support for the School

- Be aware of and comply with the Staff Code of Conduct, policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of duties and responsibilities of the post.
- Be aware of the need to take responsibility for own professional development and to participate in the appraisal procedures of the school.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.
- This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.