

HOLLYFAST PRIMARY SCHOOL

PE COACH



Hollyfast Primary School Job description



Post: PE Coach
Grade: Grade 4 (dependent on experience)

Closing date: 20th May 2026
Interviews: W/C 1st June 2026
Responsibility for:

Directorate: People
Service: Primary Schools
Location: Hollyfast Primary School
Duration: Permanent – Full time (Term time only)
Start Date: 1st September 2026

Responsible to Head Teacher

Under the direction of the Headteacher, deliver high-quality Physical Education (PE) and school sport provision both within the curriculum and through wider extracurricular opportunities.

We are seeking a qualified, enthusiastic sports coach with specialist experience and/or training in planning and delivering PE to primary-aged pupils.

Promote positive behaviour through active and engaging learning strategies, fostering an inclusive and supportive environment for all children.

Act as a positive role model, demonstrating professionalism and sensitivity to individual needs. Encourage a lifelong appreciation of physical activity and healthy lifestyles, ensuring all pupils have access to a broad and engaging programme of activities.

In collaboration with the Headteacher and PE Subject Leader, contribute to the planning, delivery and evaluation of a cohesive PE programme. This will include games, dance, gymnastics, athletics, and outdoor and adventurous activities.

The Post

Main Duties and Responsibilities

- Support the Senior Leadership Team and Pastoral Team in promoting positive behaviour and maintaining a calm, inclusive learning environment.
- Contribute to the strategic planning, implementation and evaluation of the PE and Sport Premium to maximise impact across the school.
- Deliver and support a range of lunchtime, before-school and after-school clubs, increasing participation and engagement in physical activity.
- Work alongside classroom teachers to support the delivery of a high-quality Key Stage 1 and Key Stage 2 PE curriculum.
- Provide cover for teachers' Planning, Preparation and Assessment (PPA) time through engaging and purposeful PE sessions.
- Broaden the range of sports and physical activities available, ensuring opportunities are inclusive, diverse and accessible to all pupils.
- Plan and deliver high-quality coaching and physical activity programmes, contributing to successful sports days, festivals, and both intra- and inter-school competitions.
- Actively promote inclusion by encouraging participation from all pupils, particularly those from disadvantaged or underrepresented groups (e.g. low confidence, low attendance, or low self-esteem).
- Lead and support playground activity initiatives, including training pupils and midday supervisors to facilitate active play.
- Engage in continuous professional development, attending relevant training and applying new knowledge to enhance practice.
- Contribute to staff meetings, training sessions and wider school initiatives as appropriate.
- Organise and lead school sports fixtures, including liaising with parents, coordinating transport, and managing communications (additional hours paid as overtime where applicable).
- Coordinate and deliver whole-school sporting events, including the annual Sports Day.
- Carry out risk assessments for activities and venues, ensuring all provision meets health and safety requirements.
- Maintain, monitor and organise PE equipment and team kits to ensure readiness for lessons and events.

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- Uphold high standards of behaviour, discipline and safety in all sessions, ensuring a secure and supportive environment for all pupils.
- Build positive relationships with parents and carers, promoting strong links between home and school.
- Maintain accurate records, contribute to pupil assessments, and support the completion of end-of-year reports.
- Attend internal and external meetings as required.
- Undertake any other duties appropriate to the role and grade of the post.

Professional Responsibility

- Undertake annual review to discuss achievements in line with the job description and identify any training needs.
- Attend relevant training courses to update knowledge and extend understanding within particular areas.
- Any other duties and responsibilities within the range and salary grade.
- To comply with the School's Professional Code of Conduct as part of the terms and conditions of employment and it is the responsibility of the employee to read the Code and all employees are responsible for their own actions.

Main scale teachers will therefore be asked to collaborate in the development of teaching standards and improvement work in specified subject(s) or areas.

Over time, this might reasonably include:

- Reviewing and developing the curriculum policy in the subject(s).
- Quality assuring the quality of planning, teaching and learning outcomes in the subject(s) by other teachers in order to evaluate the strengths and areas for development or the impact of school improvement work.
- Analysing and evaluating relevant subject-specific assessments for individuals, groups or cohorts.
- Considering next steps in the subject(s) for further development.
- Supporting, mentoring and coaching staff in the subject(s), where appropriate
- Reporting on the progress, achievement and standards in the subject(s) to staff, governors and parents
- Arranging and promoting relevant subject enrichment to promote pupils enthusiasm and interest.

This job description will be supported by ongoing discussions with Senior Leaders. Key tasks, responsibilities and outcomes will be derived from the School Development Plan and other school priorities.

The post holder must comply with Coventry City Council's Health and Safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To co-operate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their Head Teacher, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

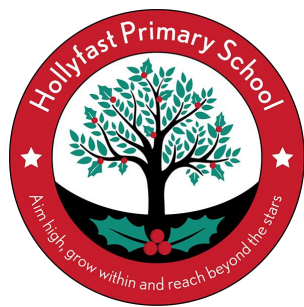
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Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.



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Person Specification

Job Title:	Sports Coach (Primary School)	Grade:	Grade 4
Location:	Hollyfast Primary School		

Qualifications and Training

- Relevant coaching qualification (e.g. Level 2 in a sport or equivalent) – *essential*
- Paediatric First Aid qualification or willingness to obtain – *essential*
- Safeguarding/Child Protection training or willingness to complete – *essential*
- Relevant PE or sports-related qualification – *desirable*

Experience

- Experience of working with primary-aged children – *essential*
- Experience of planning and delivering PE lessons or sports activities – *essential*
- Experience of organising clubs, competitions or sports events – *desirable*
- Experience of working with children with a range of needs, including SEND – *desirable*

Knowledge and Understanding

- Understanding of the Key Stage 1 and Key Stage 2 PE curriculum – *essential*
- Knowledge of a wide range of sports, games and physical activities – *essential*
- Understanding of behaviour management strategies in a school setting – *essential*
- Awareness of safeguarding, inclusion and equal opportunities – *essential*
- Understanding of the importance of promoting health, wellbeing and active lifestyles – *essential*

Skills and Abilities

- Ability to plan and deliver engaging, inclusive and high-quality sessions – *essential*
- Strong communication and interpersonal skills, with the ability to build positive relationships with pupils, staff and parents – *essential*
- Ability to motivate and inspire children of all abilities – *essential*
- Good organisational skills, including managing equipment, events and schedules – *essential*
- Ability to work independently and as part of a team – *essential*
- Basic record-keeping and assessment skills – *essential*

Personal Qualities

- Enthusiastic, energetic and passionate about sport and physical activity
- Positive role model with a professional and approachable manner
- Patient, adaptable and responsive to individual pupil needs
- Committed to inclusion and ensuring all children can succeed
- Reliable, punctual and well-organised
- Willingness to contribute to wider school life, including extracurricular activities

Other Requirements

- Willingness to work flexible hours (e.g. after-school clubs, competitions)
- Commitment to ongoing professional development
- Enhanced DBS clearance and commitment to safeguarding and promoting the welfare of children