



Job Description PE Coach

The Futures Trust and Camp Hill Primary School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

Responsible to	PE Coach
Grade	3 (pro rata salary £14,418 - £15,301 per annum)
Hours	32.5 hours per week; 38 weeks per annum
Location	Based at Camp Hill Primary School

Roles and responsibilities

- Plan fun, engaging coaching activities, sessions and programmes in a safe environment
- prepare lessons and teaching materials
- teach and coach a range of sports and physical activities to pupils of different ages and abilities
- manage class behaviour, motivate and encourage all pupils to take part
- work with learning support assistants to help pupils with special educational needs and disabilities
- attend meetings and training
- talk to parents and carers about their children's progress
- work with other professionals such as educational psychologists, counsellors, social workers and mentors
- organise events like sports days, field trips and matches with other schools and colleges
- take registers, update records and write reports

Skills and experience

- interest and enthusiasm for many sports
- good spoken communication skills
- the ability to inspire confidence and motivate performance
- the ability to analyse problems
- perseverance and patience
- good organisational skills
- a sensitive and supportive approach
- first aid skills
- excellent team working abilities
- enjoy working with young people

Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work will involve demonstration of own duties, and providing advice and guidance to other employees.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of PE Coach are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

Special conditions of employment
Rehabilitation of Offenders Act 1974 This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered. If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.
Safeguarding and Promoting the Welfare of Children and Young People The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.
Health and Safety The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.
Confidentiality and Data Protection The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.
Equality and Diversity The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity

and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking Policy

This applies to all School premises and those where School services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job description reviewed by: Louise Barrass, Headteacher

Date: 30th September 2022