



Job Description

Job Title:	Sports Coach	Job Number:	
Directorate:	People	Post Number:	
Service:	Schools	Grade:	4
Location:	Stivichall Primary School		

35 hours per week, term time only

Job Purpose:

Under the direction of the Headteacher, to deliver high quality PE and school sport provision within and beyond the Curriculum to the school.

To support children's behaviour through active learning strategies.

To set a good example to all children and to be sensitive to their individual needs. Promote a positive attitude towards physical activity, healthy lifestyle and, to develop opportunities for all children to engage in programme of activities.

In conjunction with the Headteacher and the PE subject leader to be responsible for planning, delivering and monitoring a co-ordinated programme of activities, to include games, dance, gymnastics, athletics and outdoor and adventurous activities.

Main Duties and Responsibilities:

- To support the Senior Leadership Team with behaviour management.
- To support classroom teachers to deliver the school's physical education programme.
- To broaden the range of sports and activities on offer to children.
- To provide high quality coaching and physical activity programmes to support the delivery of high-quality sports days and inter school sport including citywide competitions.
- To ensure that positive measures are implemented to encourage the participation of disadvantaged groups of individuals to deliver physical activity programmes for targeted groups of children within and beyond the curriculum e.g. poor attenders, children with low self-esteem.
- To attend relevant training courses to facilitate continued professional development and to use this knowledge to contribute to improving the quality of delivery.
- To promote & assist in training for children and mid-day staff in leading playground activities.
- Contribute and participate in in-service training and staff meetings, as appropriate.

- To lead the delivery of before school and after-school clubs and to significantly increase the number of young people involved in after school clubs.
- To conduct risk assessments at venues as and when required.
- To attend internal and external meetings as and when required.
- To order, store and prepare team kits for inter-school sports events and to monitor, replenish and store PE equipment.
- To coordinate parental approval, transport (formal or otherwise) and communication with Parents when children are involved in out of school events.
- To co-ordinate with Leadership staff and deliver the school's annual sports days.
- To be responsible for maintaining order, discipline, and safety in all lessons
- Ensure, as far as is reasonable, the provisions of a safe, secure, and healthy environment for children.
- Foster links between home and school and maintain good communication with parents.
- Maintain simple records, as directed, and contribute to the periodic assessment of children. To contribute to the end of year written reports
- To be involved in the strategic planning and implementation of the Sports Premium.
- To arrange and manage fixtures for school teams (Any work carried out outside of contractual hours will be paid as overtime)

Any other duties and responsibilities within the range of the salary grade.

Safeguarding

Everyone who works at Stivichall Primary School has the responsibility for promoting the safeguarding and welfare of children.

Commitment to Safeguarding Children

- To ensure awareness of school policy and procedures for Safeguarding and Child Protection.
- To become aware of the signs and symptoms of abuse by attending relevant courses.
- To report all causes for concern to the Designated Safeguarding Leads.
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To promote learning opportunities that raise pupil awareness regarding how to keep safe.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

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.

This job description may be amended at any time, following consultation between the School Business Manager or Headteacher and the Post-holder. It will be reviewed annually.

Responsible to: Head Teacher and PE Lead

Date Reviewed: March 2026

Updated: March 2026

