

OUNDON PRIMARY SCHOOL
Together Everyone Achieves More

JOB DESCRIPTION – SPORTS COACH

Responsible to Headteacher

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 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 a programme of activities.

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

The Post

Main Duties and Responsibilities:

- To support the senior leadership team and pastoral care team with behaviour management.
- To be involved in the strategic planning and implementation of the Sports Premium.
- To be involved in lunchtime clubs.
- To support classroom teachers to deliver the Key Stage 1 and Key Stage 2 physical education programme.
- To cover teacher development time.
- To broaden the range of sports and activities on offer to children.
- To provide high-quality, and coaching and physical activity programmes to support the delivery of high-quality sports days and festivals of intra-school and inter-school sport.
- 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 eg 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 and 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 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 co-ordinate 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 of contractual hours will be paid as overtime).
- Any other duties and responsibilities within the range of the salary grade.

Commitment to Safeguarding Children

- To ensure awareness of school policy and procedures Re: Child Protection.
- To become aware of the signs and symptoms of abuse by attending relevant courses.
- To report all causes for concern to the 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 Re: How to Keep Children Safe.

All employees

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy and must comply with the Coundon Primary 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 would be affected by their actions or by their omissions;
- To co-operate with the Leadership Team or their line manager, to work safely, to comply with health and safety instructions and inform 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.

The post holder must comply with procedures of the Coundon Primary Safeguarding Policy and in particular is required:

- To ensure they are aware of the signs that may suggest a child is being abused or neglected;
- To report immediately to the Leadership Team or their manager, any concerns they may have that may suggest that a child may be being abused or neglected.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Coundon School and City Council's Equal Opportunity Policies.

Duties which include the processing of any personal data, must be undertaken within the Coundon School and corporate Data Protection Guidelines (Data Protection Act 1998).

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PERSON SPECIFICATION – SPORTS COACH

<p style="text-align: center;">Knowledge and Understanding</p>	<ul style="list-style-type: none"> • Knowledge of the skills and techniques, rules and regulations in a range of sports. • Knowledge of the National Curriculum for Physical Education in Early Years, Key Stage 1 & 2 and assessment procedures. • Ability to organize safe, active, either competitive or co-operative games with a whole class of children. • Working knowledge of First Aid. • Working knowledge of Health & Safety procedures.
<p style="text-align: center;">Skills and Abilities</p>	<ul style="list-style-type: none"> • Good communication skills with children, parents and staff. • Ability to explain tasks simply and clearly to follow instructions. • Ability to liaise with staff and to provide verbal and written information for reports and children's records. • Able to work with limited supervision, but under guidance from the Headteacher or Classroom Teacher in group or one-to-one activities. • Able to undertake duties with regard to health and safety issues. • Able to assist in record keeping by being involved in the observation and assessment of children. Develop and maintain efficient record keeping systems. • Willing to undertake tasks such as toilet accidents, clearing away materials. • Able/Willing to undertake a pattern of hours as determined by the school. • Enthusiasm for active learning for all children. • Warmth and openness in relationships, flexibility and resourcefulness. • Ability to work in a team as well as independently demonstrating using initiative and pro-activity. • Able to manage time and resources to provide fast-paced, well- prepared PE lessons. • Commitment to professional development. • Interest in sports outside school. • Open-minded and creative. • Personal sporting achievements. • Ability to deal with challenging behaviour (from children and adults) in a calm and appropriate manner. • Ability to respond to individual's physical learning needs, from special needs to gifted and talented. • Show sensitivity and objectivity in dealing with parents, members of the school community and visitors. • Demonstrate good practice on the classes taught with regard to attendance, punctuality, behaviour (to include children being responsible for ensuring they have a full kit) and respect. • Demonstrate a commitment to equal opportunities.

	<ul style="list-style-type: none"> • Be able to problem solve. • Maintain positive behaviour and inclusion in accordance with school policies.
Experience	<ul style="list-style-type: none"> • Current or recent practical experience of working with young people in a group setting. • Experience of working with children in the primary age range, promoting high quality PE and school sport. • Experience of working with other agencies (eg. Other schools) to promote and develop PE and school sport.
Educational	<ul style="list-style-type: none"> • FA Level 2 in Coaching. • Qualification in sports management. • Be willing to participate in further training and development opportunities offered by the school an local authority to further knowledge.
Special Requirements	<ul style="list-style-type: none"> • The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.