

HOLLYFAST PRIMARY SCHOOL

PE COACH



Hollyfast Primary School Job description



Post: PE Coach
Grade: Unqualified Teacher Payscale

Responsibility for:

Directorate: People
Service: Primary Schools
Location: Hollyfast Primary School
Duration: Permanent – Full time

Responsible to Head Teacher

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

A qualified and enthusiastic sports coach, with specialist experience and/or training of planning and teaching Physical Education to Primary aged learners.

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.

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 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 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.

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- 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.

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

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- 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

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.

Responsible for:

Responsible to: Head Teacher

Date Reviewed:

Updated:

Hollyfast Primary School Job description



Person Specification

Job Title:	Sports Coach (Primary School)	Job Number:	
Directorate:	People Directorate	Post Number:	
Service:	Services for Schools	Grade:	Grade 4
Location:	Hollyfast Primary School		

	Job Requirements
Knowledge:	<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 Stage1 & 2 and assessment procedures • Ability to organise 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

Skills and Abilities:	<ul style="list-style-type: none"> • Good communication skills with children, parents and staff. • Ability to explain tasks simply and clearly and 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 Head Teacher 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
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	<ul style="list-style-type: none">• Personal sporting achievements <p>Ability to deal with challenging behaviour (from children and adults) in a calm, fair and appropriate manner</p> <p>Ability to respond to individual's physical learning needs, from special needs to gifted and talented</p> <p>Show sensitivity & objectivity in dealing with parents, members of the school community and visitors</p> <p>Demonstrate good practice on the classes taught with regard to attendance, punctuality, behaviour (to include children being responsible for ensuring they had a full kit) and respect.</p> <p>Demonstrate a commitment to equal opportunities</p> <p>Be able to problem solve</p> <p>Maintain positive behaviour and inclusion in accordance with school policies</p>
Experience:	<ul style="list-style-type: none">• Current or recent practical experience of working with young children 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 and local authority to further knowledge
Special Requirements:	<ul style="list-style-type: none">• This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.