

# Newlands Community Primary School

## Job Description



<b>Job Title:</b>	<b>Sports Coach</b>
<b>Grade:</b>	<b>8</b>
<b>Responsible To:</b>	<b>Head Teacher, PE Lead Teacher/s</b>
<b>Key Relationships/ Liaison with:</b>	<b>Teachers, Support Staff, School Business Manager</b>

<b>Job Purpose</b>	
	<ul style="list-style-type: none"><li>• To deliver high quality activities or coaching sessions.</li><li>• To support the delivery of all sports activities that the school may be engaged in.</li><li>• To be able to contribute to planning, preparing and delivery of agreed programme for individuals or groups</li><li>• To advance pupil learning and inclusion of all pupils, ensuring they have equal opportunity to learn and develop.</li><li>• To use behaviour management strategies in line with school policy and procedures, which contribute to a purposeful learning environment.</li><li>• To cover PPA time as and when requested.</li><li>• To be responsible for promoting and safeguarding the welfare of children and young people within the school.</li></ul>

<b>Main Duties and Responsibilities</b>	
1.	Ability to deliver activities or programme to an acceptable standard.
2.	Be able to motivate, encourage and inspire pupils to reach their full potential. To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
3.	To support working relationships with the pupils, acting as a role model and setting high expectations.
4.	Be responsible for the safety of all pupils participating in the activities and programmes.
5.	To be responsible for ensuring that any activity is suitable for the age, physical and emotional maturity, experience and ability of the participants. <ul style="list-style-type: none"><li>• Liaise with North West Leicestershire Sports Partnership</li><li>• Organise CPD in line with the senior leadership team</li></ul>
6.	To increase the number of participants involved in out of hour's sports programmes. <ul style="list-style-type: none"><li>• Organise sports clubs liaising with staff and the admin team to ensure letters are sent out in a timely manner</li><li>• Contribute towards school newsletters, twitter and school website</li></ul>
7.	To undertake planning for each activity session to ensure that the planned

	<p>programmes demonstrate progression throughout.</p> <ul style="list-style-type: none"> <li>• Audit resources</li> <li>• Utilise and prepare purchase orders for equipment</li> </ul>
8.	To ensure accurate records are kept for all sessions and provide feedback in relation to pupil progress and achievement.
9.	To support the transition of pupils into local sports clubs as appropriate.
10	To cover teacher's PPA time on a regular basis.
11.	To understand and implement school and the local authority policies and procedures as they relate to the delivery of services to pupils and in particular health and safety, equal opportunities and child protection policies and codes of conduct in relation to school staff. To be responsible for promoting and safeguarding the welfare of children and young people within the school.
12.	To contribute to the overall ethos and aims of the school.
13.	<p>Establish constructive relationships and communicate with other agencies/ professionals.</p> <ul style="list-style-type: none"> <li>• Evidence for Sports Awards</li> <li>• Attend Sports Partnership meetings</li> <li>• Organise events and festivals liaising with parents and pupils, risk assessments and forward planning</li> </ul>
14.	Participate in training opportunities and professional development as required.
15.	To ensure all duties are completed within required time frames, accurately and in a professional manner.
15.	Undertake similar duties commensurate with the level of the post as required.
<b>Special Factors</b>	
<ul style="list-style-type: none"> <li>• The nature of the work may involve the jobholder carrying out work outside of normal working hours.</li> <li>• The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.</li> <li>• This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10<sup>th</sup> September 2012. Therefore a <b>DBS enhanced check (without a barred list check) is an essential requirement.</b></li> </ul>	

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

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## Person Specification



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	Essential	Desirable	How assessed
<b><u>Qualifications</u></b>			
a) A Sport England recognised award (e.g. fitness or movement & dance) or National Governing Body Coaching Award (level 2 or equivalent).	✓		Dc
b) Substantial experience of coaching young people.	✓		Dc
c) Hold a current First Aid qualification (or be prepared to carry out training).	✓		Dc
<b><u>Experience</u></b>			
Experience of planning and delivering sports activity session in and after school.	✓		App
Experience of engaging and supporting young people/teachers, including those with disabilities.	✓		App
<b><i>Experience in delivering group activities</i></b>			
<b><u>Knowledge</u></b>			
Understanding of the National Curriculum for physical education.		✓	Pre
Ability to plan and evaluation sessions across varying age ranges.		✓	Test
Have a basic understanding of School Sports Partnerships.	✓		Test
<b><u>Skills and Competencies</u></b>			
Attitude that is sympathetic and encouraging in group participants.	✓		Int
Good organisational, communication and interpersonal skills.	✓		Test/Int
Ability to work as part of a team and self-	✓		Int

motivated.			
Undertake continuing professional development as appropriate.	✓		Int
			Int
<b><u>Other Requirements</u></b>			
An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.	✓		Int
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med

<b>Key:</b>	
<b>App = Application Form</b>	<b>Pre = Presentation</b>
<b>Test = Test</b>	<b>Med = Medical Questionnaire</b>
<b>Int = Interview</b>	<b>Dc = Documentary Evidence (E.g., Certificates)</b>