



Job Description

Physical Education and School Sports Coach

Relationships/ Line Management

- Responsible to Head Teacher, Deputy Head Teacher and Senior Leadership Team.
- Responsible for the pupils in your charge.
- Maintain good relationships with pupils and parents; all members of staff; the Strategic Governing Body; local schools and other Academies in STEP Academy Trust.

Main Purpose of Role

- To plan, deliver and monitor a coordinated programme of high quality, professional coaching that is progressive and reflective of the needs of children, and supports the aim of increasing participation in PE and school sport by all children at the Academy.

Duties and Responsibilities

- To prepare and implement well-structured and progressive coaching programmes ensuring a high quality, enjoyable coaching experience centered on the needs of children. The coaching programme will link the school and the wider community, and will aim to provide increased opportunities for children to participate in sport and physical activity.
- To support the PE coordinator with the administrative tasks involved in school and competition events.
- To deliver coaching in a range of physical activities alongside teachers within the school's PE curriculum and to have a focus on out of school hours learning.
- To organise inter-school and intra-school sporting competitions for children.
- Maintain appropriate records and prepare monitoring reports.
- To be positive role model, creating a positive and fun environment in which to motivate and encourage children to participate in sport and physical activity.
- To take positive steps to identify and overcome barriers to participation amongst children, prioritising access and inclusion.
- To agree to abide by the school's code of conduct, including professional behavior, relationships and appearance.
- To carry out duties in accordance with the school's PE and other policies, including equal opportunities, child protection, health and safety at work.
- To develop and maintain effective and positive working relationships with all staff, including the wider community and sporting organisations.
- To attend appropriate professional development courses as identified through post-holders training needs analysis.
- To continue to maintain contacts are made with outside sporting bodies to ensure signposting opportunities are made available to specific groups or individuals.

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters including medical procedures following appropriate training.
- Supervise and support pupils to ensure their safety and access to learning;
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual pupil's needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others to promote high levels of physical activities. Encourage pupils to act independently as appropriate.

Standards and Quality Assurance

- Support and uphold the aims and ethos of the Academy.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and report all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before, after school and during lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Other Responsibilities

- The nature of the work may involve the post holder carrying out work outside of normal working hours.
- This job description sets out the duties and responsibilities of the post which may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.