

## JOB DESCRIPTION

<b>Job Title</b>	Sports Coach
<b>Responsible to</b>	Head Teacher

### Job Purpose:

- To plan, deliver and monitor a coordinated programme of high quality, professional sports 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 Gonville Academy.

### Key Accountabilities:

- 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 Lead 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 assist in organising inter-school and intra-school sporting competitions for children.
- Maintain appropriate records and prepare monitoring reports.
- To be a 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 behaviour, 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;
- 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.

### Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

### Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

### Commitment to Equality and anti-racism

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

### Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

### Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

### Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

### Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

### Health & Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

## PERSON SPECIFICATION

**Job Title:** Sports Coach

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
<b>Qualifications &amp; Experience</b>					
Level 2 qualification in at least one sport		✓	✓	✓	✓
Good numeracy and literacy skills	✓		✓	✓	
First aid qualification or a willingness to work towards one	✓		✓	✓	
Proven commitment to professional development	✓		✓	✓	
Experience in a number of different sports	✓		✓	✓	✓
Experience of working with children in the primary age range, promoting high quality PE and school sport	✓		✓	✓	✓
Experience of monitoring and assessing the impact of lessons/sessions		✓	✓	✓	✓
<b>Knowledge &amp; Understanding</b>					
Knowledge of the National Curriculum for Physical Education in Early Years, Key Stage 1 and 2, and assessment procedures	✓		✓	✓	
Knowledge of the skills, techniques, rules and regulations in a range of sports	✓		✓	✓	✓
Understanding of child protection, child development health and safety and equal opportunities policies	✓		✓	✓	
Awareness of Safe Practice in Physical Education and School Sport Guidelines	✓		✓	✓	
<b>Skills and Attributes</b>					
Enthusiasm for active learning for all children	✓		✓	✓	
Excellent communication and interpersonal skills	✓		✓	✓	
Flexibility and reliability	✓		✓	✓	

High expectations and commitment to continue school improvement	✓		✓	✓	
Excellent planning and organisational skills	✓		✓	✓	
Ability to judge when advice /assistance is needed to meet pupils' needs and to react calmly and quickly in an emergency	✓		✓	✓	
An understanding and a commitment to confidentiality	✓		✓	✓	
Ability to use basic technology e.g. computer, video, photocopier	✓		✓	✓	
Ability to work efficiently on own initiative and maintain a high standard of work	✓		✓	✓	
Ability to manage time and resources to provide well prepared PE lessons	✓		✓	✓	