

**Job title:** Sports Coach

**Overall purpose of job:**

To provide sports lessons for whole classes and support the school in attending sporting events out of school hours and providing after lunch time and after school sports activities for groups of pupils.

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

**Main responsibilities:**

1. To undertake the following duties with minimal supervision, demonstrating a thorough knowledge of the work areas and a degree of independence of action and initiative.
2. To provide sports lessons based on the national requirements within PE to whole classes.
3. To assist in monitoring and recording the progress of individual pupils in accordance with school procedures and reporting to the class teacher.
4. To give oral feedback to pupils on their attainment in order to promote further progress.
5. To set appropriate learning and behaviour expectations of pupils and support pupils appropriately to achieve these.
6. To provide after school and lunch time sports activities for groups of pupils and attend sporting events with groups of pupils in school time and out of school time as required.
7. To plan and deliver family activity sessions.
8. To liaise with outside agencies in relation to sporting events and with the PE Subject Leader in relation to resources for effective PE lessons.
9. To be flexible with working hours in order to support out of hours learning.
10. To take part in in-service training, relevant performance management arrangements and other meetings as directed in normal contracted working hours; to be conversant with school policies and procedures.
11. To maintain confidentiality at all times with regard to all aspects within the school.
12. Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/Head Teacher.

**Knowledge, skill and experience:**

- In depth knowledge, understanding and skills in relation to their specialist area of expertise, e.g. sports and coaching
- Appropriately qualified in at least one sport.
- Communication skills – ability to communicate effectively with both children, at an appropriate level, other staff members and parents.
- Time management and organisational skills – ability to prepare suitable resources and activities to meet the learning needs of children of different ages and stages of development.
- Literacy and numeracy skills.
- Knowledge of child development and children's personal development needs and ability to adapt activities to meet these needs.
- Knowledge of the implications of common disabilities in children for teaching and learning at school and for families of pupils and ability to adapt provision to include these children fully in lessons.
- Knowledge of strategies, which promote good behaviour and discipline, ability to manage a class of children safely.

**Creativity and innovation:**

- Monitors and is responsive to pupil learning and behaviour at all times by making comments to supervised activities.
- Monitors and is responsive to pupil personal needs and communication.

- Communicates effectively with teachers, other professionals and parents whenever the need arises and recognises the need to communicate.
- On the basis of their knowledge and understanding of pupils, needs and responses to learning, contributes actively to the planning and review of the differentiated curriculum and individual learning plans/individual behaviour plans by recommending changes in targets or provision to the teacher.
- Provides advisory support and contributes to the professional development of colleagues in relation to their specialist area of expertise.

### **Contacts and relationships:**

- Contacts and Relationships:
- Teachers
  - Contributes to their planning, teaching and assessing the curriculum – daily.
- Pupils
  - Enables access to the planned curriculum and meets personal and social needs daily.
- Leadership Group
  - Takes part in departmental or whole school meetings – as required.
- Other Staff
  - Works in collaboration with other teaching assistants, dinner supervisors etc... – daily.
- Other Professionals
  - Provides information about pupil progress, strategies and issues (e.g. to therapists, nurses, specialist teachers) and implements joint recommendations – weekly.
  - Provides professional development opportunities/support in relation to their specialist area of expertise – as required.
- Parents
  - Shares information about pupil progress with inclusion programmes – weekly.
  - Discusses pupil progress and needs, family needs, with parents on home visits, recommends strategies/courses of action to them – as required.

### **Decision making:**

- Recognises when it is necessary to make adjustments to planned activities in order to enable a pupil to access the curriculum fully and make progress.
- Takes action to meet pupil needs as they arise to avoid undue physical or mental stress.
- Responds appropriately to pupil attempts to communicate needs.
- Communicates information effectively to teachers, other professionals and parents whenever the need arises.
- Responds to on the spot incidents requiring immediate attention/decisions on/off the school premises and/or without any direct contact with a senior member of staff.
- Recognises when it is necessary to implement agreed de-escalation strategies to minimise risks of pupil behaviour becoming disruptive or dangerous.

### **Responsibility for resources:**

- PE equipment across the school.
- Supporting the site manager in the care and maintenance of sporting facilities.

## **WORK ENVIRONMENT**

### **Work demands:**

- There are no specific deadlines other than implementing activities in lessons and in school hours as directed. Time to complete activities will vary.

- Implements actions in relation to specialist area of expertise – as required.
- Disruptions may be caused by unplanned absences of staff and children and unexpected visits by parents and professionals.

### **Physical demands:**

- There are no specific deadlines other than implementing activities in lessons and in school hours as directed. Time to complete activities will vary.
- Implements actions in relation to specialist area of expertise – as required.
- Disruptions may be caused by unplanned absences of staff and children and unexpected visits by parents and professionals.
- Works is mainly outdoors but occasionally will take place in the school hall if weather is inclement.
- Will be involved in outside activities (e.g. on sports field or supervision on playground) occasionally school classrooms and off-site educational activities in all weather conditions.

### **Working conditions:**

- Works is mainly outdoors but occasionally will take place in the school hall if weather is inclement.
- Will be involved in outside activities (e.g. on sports field or supervision on playground) occasionally school classrooms and off-site educational activities in all weather conditions.

### **Work context:**

- At risk of injury from caring for and working with young children.
- At risk of infection when dealing with unwell children.

The post is subject to:

Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974 Yes ☐ No ☐

Political restriction Yes ☐ No ☐

**Employee:**

(signed) \_\_\_\_\_ (print) \_\_\_\_\_ Date: \_\_\_\_\_

**Manager:**

(signed) \_\_\_\_\_ (print) \_\_\_\_\_ Date: \_\_\_\_\_