

# The Phoenix Primary School & Nursery



## JOB DESCRIPTION

**Name:**

**Title of Post:** PE Coach

**Salary Scale:** Local Government Pay Band 2 Point 14 to Full Point

**Responsible to:** Headteacher  
Deputy Headteacher  
PE Leader

### **Purpose of Job:**

- ✓ To support the development of sport across the school
- ✓ To support the development of sport in the wider Phoenix Primary School & Nursery community
- ✓ To deliver consistently outstanding PE lessons and Club sessions
- ✓ To support the overall aim of The Phoenix Primary School & Nursery to increase Sports Participation across the community
- ✓ To be a sporting advocate of The Phoenix Primary School & Nursery and wear the logoed attire with pride in school and at sporting events

### **Professional Accountabilities**

#### **Class Coaching**

- ✓ To maintain a thorough and up-to-date knowledge of the coaching of your sports and take account of wider curriculum developments which are relevant to your work.
- ✓ To plan lessons and sequences of lessons to meet pupils' individual learning needs.
- ✓ To use a range of appropriate strategies and follow School policies for coaching, behaviour and classroom management.
- ✓ To do all that you can to ensure that you safeguard and promote the welfare of pupils in the School.
- ✓ To assess, monitor and record the progress of pupils and give them clear and constructive feedback.
- ✓ To liaise with class teachers to ensure they are aware of the progress of their pupils in sport
- ✓ To do all you can to ensure that, as a result of your coaching, pupils achieve well and make good progress
- ✓ To take responsibility for your own professional development and use the outcomes to improve your coaching and your pupils' development.
- ✓ To contribute to the preparation and development of programmes of study, schemes of work, coaching materials, coaching programmes, methods of coaching and assessment
- ✓ To coach according to the individual needs of pupils, having high expectations and setting challenging targets
- ✓ To promote the inclusion and acceptance of all children within the sporting environment ensuring equal access
- ✓ To provide feedback to pupils and parents
- ✓ To support the professional development of teacher and student colleagues through mentoring and coaching
- ✓ To be responsible for returning equipment to correct place and be proactive in tidying sports' resources

#### **Club Coaching**

- ✓ To lead successful, after school clubs which receive good feedback from pupils, parents and the wider community
- ✓ To maintain a thorough and up-to-date knowledge of the coaching of your sports and take account of wider curriculum developments which are relevant to your work
- ✓ To monitor, review and evaluate sports provision and take up at The Phoenix Primary School & Nursery and feedback key messages to the PE Leader
- ✓ To promote and maintain a positive partnership with parents of children attending clubs through regular ongoing dialogue
- ✓ To do all that you can to ensure that you safeguard and promote the welfare of pupils in the School.

### **Club Participation in District and County Competitions**

- ✓ To ensure that all opportunities to participate in competitive sports are taken up.
- ✓ To proactively seek and organise opportunities for children at The Phoenix Primary School & Nursery to compete internally and externally against other schools
- ✓ To support and participate in School organised extra-curricular sporting events

### **Other Activities**

- ✓ To promote the positive ethos and culture of the school to other staff, governors, parents, children and members of the wider community
- ✓ To participate in whole staff team building training and development sessions
- ✓ To contribute and support the overall ethos, work and aims of the school
- ✓ To comply with, support and promote all school policies and procedures, particularly those relating to child protection, equal opportunities, racial equality, health, safety and security, confidentiality, behaviour and data protection, reporting concerns to the Headteacher
- ✓ To be aware of and support pupil differences and ensure that all pupils have equal access to clubs
- ✓ To promote the general progress and well being of individual pupils throughout the school
- ✓ To inform the Headteacher immediately of any concerns regarding a pupils welfare
- ✓ To maintain good order and discipline among pupils throughout the school, in line with the Behaviour Policy
- ✓ To safeguard every pupils' health, safety and well being in line with school policies
- ✓ To register pupils at the start of club sessions and report any absences to office staff immediately
- ✓ To supervise pupils throughout the school during playtimes and at any other times requested by the Headteacher

### **Training and Development**

- ✓ To review and evaluate coaching methods, policies and schemes of work
- ✓ To participate in training and development activities in school or at other providers in order to improve professional skills and knowledge
- ✓ To participate in performance management reviews in line with school policy

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The conditions of employment of coaches are outlined in the School's Human Resources File.

### **Performance Management**

Your annual performance review is based on this overall job description and with particular emphasis on your individual annual targets. These are set in discussion with your line manager and grouped under the headings: Professional development; Team Improvement Plan; pupil progress.

### **General Expectations:**

To carry out any other duties reasonably requested by the Headteacher, Deputy Headteacher or PE Leader. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way in which the coach is expected and required to perform and complete the particular duties as set out above.

Signed: ..... Miss Kerry Geary (Headteacher)

Signed: ..... (Coach)

Date: 4<sup>th</sup> September 2018

***The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.***