



SOUTHEND EAST COMMUNITY ACADEMY TRUST JOB DESCRIPTION

Post Title:	Sports Coach
Team:	SESSP Team
Salary:	Level 6, SCP 17
Hours:	Part Time, Term Time only (there may be opportunities for extra hours during school holidays)
Location:	Shoeburyness High School and across trust sites and Essex Schools as directed
Responsible to:	SESSP Manager

Job Purpose

- To deliver a high-quality curriculum and learning experience of Physical Education in schools.
- To deliver fun, engaging physical education activities, structured sports clubs and before and after school provision of a variety of sports.
- To deliver additional activities such as play leader training, girls active, gross motor skill development
- To motivate, engage and heighten the student experience and drive to become physically active and maintain health and fitness.
- To support and mentor teaching school staff to deliver high quality Physical Education curriculum.
- To Support the SESSP Manager in the and the playing of competitive fixtures against other Schools in as wide a range of sports as possible and across all year groups. This will include ensuring that the School enters local, regional and national competitions, as well as continues to expand the range of prestigious fixtures.

Job Responsibilities

- To plan and deliver PE lessons that meet Ofsted and National Curriculum requirements.
- To plan structured coaching sessions (for Out of School Hour clubs) appropriate to the pupils
- To ensure that the activity within each session offers progressive development and differentiation depending on the level of the participants
- To deliver on site support to schools – including team building, play leaders, well-being, intervention, play leader training
- To ensure all sessions are delivered in a fun and exciting way to engage participants
- To ensure sport and recreation activities take place in a safe environment with due regard to Health and Safety recommendations
- To demonstrate knowledge of accident, incident, and emergency procedures and to report any incidents in the correct way.
- To always adhere to SECATs Safeguarding & Child protection policy
- To be responsible for the collection and care of sports equipment
- To ensure equity in sport and promote fair play and the school games values where appropriate
- To promote exit routes to individuals whenever possible
- To promote our work by always maintaining high standards of personal appearance and adopting a friendly, professional approach to the public.

Learning and pastoral duties

- Promote the general progress and well-being of pupils and work in collaboration with school teams to alert appropriate staff to any problems experienced by pupils.
- Communicate as appropriate with parents/carers of pupils outside of the school concerned with the welfare if individuals, after consultation with appropriate staff.
- Promote and maintain an appropriate climate for pupils in line with school policies and school ethos.
- Safeguard the health and safety of pupils on school premises and when engaged in authorised school activities elsewhere.

- Ensure that, in their involvement in sporting activities within and outside the curriculum, pupils at all times conduct themselves in a sportsmanlike manner and respect the authority of the referee or the umpire.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To ensure that all administrative duties, checks, documentation, reports and return are completed accurately and submitted within required deadlines.
- To deal with correspondence promptly and as required.
- To ensure that all Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust. This will include attending training and staff INSET days as organised by the Trust.
- To be aware of and comply with policies and procedures relating to child protection and safeguarding, health and safety, security, confidentiality, and data protection reporting all concerns to an appropriate person.
- To undertake other appropriate duties as may be required from time to time as commensurate with the grade level.

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement we reserve the right to make reasonable changes to your job description which is commensurate with your grade after consultation with you.



PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSEs Maths and English grade C or above, or equivalent; Minimum Level 2 Coaching Qualification in at least one sport. 	<ul style="list-style-type: none"> Minimum 2:2 in a relevant university degree or currently working towards one. Full UK driving licence and access to a vehicle
Experience	<ul style="list-style-type: none"> Successful experience working with children. Ability to manage a class of pupils effectively. Proven track record of sport participation projects and competition engagement Understanding of relevant and appropriate behaviour management strategies in the classroom Understand the statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEND as well as Safeguarding & Child Protection; The positive links necessary within school and with all its stakeholders; Knowledge of recent DFE legislation, policy and practice. Knowledge of up-to-date OFSTED framework 	<ul style="list-style-type: none"> Coaching experience working with children in an educational setting. Understanding of the national curriculum for PE
Knowledge and Skills	<ul style="list-style-type: none"> A commitment to inclusion and to equality of opportunity; A commitment to prioritizing the safeguarding and promoting the welfare of all children. Health and safety requirements for PE/ sports Ability to prioritise work effectively Ability to work collaboratively and be a team player ability to develop and maintain positive and effective working relationships with all members of the school community; Flexibility, adaptability, enthusiasm and confidence; Excellent communication skills, giving clear feedback to pupils 	
Personal Qualities	<ul style="list-style-type: none"> Able to establish effective relationships with those working in and with the school 	<ul style="list-style-type: none"> Able to contribute new ideas and ways of working

	<ul style="list-style-type: none"> • Ability to build and form good relationships with students • Able to motivate self and others • Calm under pressure • Well-organised • Have a sense of humour 	
Other	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children, young people and adults at risk. • Committed to Health and safety • Committed to equal opportunities and inclusion • Committed to continued professional development • Compliance to Data Protection Act 2018 and GDPR principles/requirements • Understanding and commitment to safeguarding principals/requirements 	<ul style="list-style-type: none"> • Driving license and car access