

**St. Helen’s Primary School – Job Description**

**SPORTS COACH**

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| **Name** |  |
| **Post Title** | Sports Coach |
| **Main purpose of the job** | To support the School in the delivery of a wide range of sporting and recreational activities and be responsible for doing so in a safe environment and an acceptable manner. The job holder will also work with school SENDCo and teachers to support additional needs of some pupils such as Occupational Therapy recommendations and teaching and learning by working with individuals and/or small groups of pupils |
| **Key Responsibilities** | |
|  | * To report and advise on effectiveness of PE & Sport spending to the PE co-ordinator * To support teachers in planning and delivering PE across school and individual classes * Liaise closely with key staff such as the SENDCo in the delivering of pre-planned recommendations that meet the individual needs of pupils within school * To identify talented pupils and signpost them to appropriate sporting opportunities and develop participation rates of all pupils, keeping appropriate records alongside the PE co-ordinator * To manage organisation of sporting fixtures and events, liaising with relevant personnel to organise transport, parent consent and medical information * To provide appropriate programmes of instruction which need to be well prepared and planned in advance and report on any difficulties or problems that arise to the Headteacher or other appropriate member of staff. * To supervise pupils at sporting events * To ensure that the environment within which the activity is to take place is safe, clean and prepared in advance for use by pupils and report any deficiencies where necessary. * To ensure the storage of equipment is ordered and safe. * To audit resources and report to PE Co-ordinator to ensure resources are safe and appropriate * Be responsible for the conduct and safety of participants whilst leading activity sessions. * To assist in the planning and organisation of the programme of activities on offer to the pupils, advising the Headteacher of new trends and development in activities where appropriate. * Deliver activities and provide guidance and support in coordination of sessions. * Recording and reporting on the progress and achievement of pupils and participating in reviews of pupils’ progress and attainment. * Providing feedback to pupils and parents/carers in relation to progress, achievement, behaviour, attendance and other relevant areas. * To collect activity fees (where applicable) and to keep records of all transactions as required. * To officiate at games/matches/tournaments/events. * To coordinate ‘Sports Day’ alongside PE leader * To administer First Aid if and where appropriate to your qualification level, reporting all health and Safety incidents by completing the relevant documentation as required * To encourage and promote the use of facilities and the ethos of exercise and activity as a means to improve health and wellbeing. * To attend meetings as and when required and share information with stakeholders. * It is an expectation of the role that jobholders will engage with all pupils as directed by the school in line with the overall goals of the school and the needs of all pupils. * To line manage and supervise any Sports apprentices etc. * To actively develop links with sporting clubs and develop sporting opportunities across the range of disciplines * Any other reasonable duties of a related nature as directed by the Headteacher. |
| **Indicative knowledge, skills and experience** | * Educated to GCSE or equivalent in a sport/recreation related discipline * NGB award Level 2 or equivalent for a recognised sport |
| **School Ethos** | * Attendance at and participation in training and development activities and schemes of assessment, professional development and review. * Attending meetings and liaising, communicating and establishing constructive relationships with colleagues in school, parents/carers, outside agencies and other relevant bodies. * Be an effective role model for pupils by demonstrating and promoting the positive values, attitudes and behaviour expected from pupils. * To have due regard to confidentiality, child protection procedures, health and safety, behaviour management, equal opportunities, special educational needs and other policies of the governing body and/or local education authority. * Contribute to the overall ethos/work/vision/aims of the school * Recognise own strengths and be willing to develop weaker areas * Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory |

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| **Agreed: Date:**  **Signed: ---------------------------------------------------- Post Holder**  **Signed:----------------------------------------------------- Headteacher**  *The work of the school changes and develops continuously which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription, terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.* |