


Sebert Wood Primary School - Job Description

Job Title	Sports Coach	
Pay Scale	3.4 – 3.9	
Responsible to	PE Co-ordinator and SLT	

Introduction

The role of the Sports Coach is to work under the instruction of the PE Leader and Assistant Head to plan, lead, teach, supervise and assist children in activities and games during lunchtimes both outdoors and indoors, whilst encouraging good behaviour and ensuring the safety and welfare of children. In addition the sports Coach will support the delivery of Sports and PE lessons across the school. All duties will be carried out within recognised procedures or guidelines and the PE Leader and Assistant Head will be available for support and guidance. All staff are expected to follow the school's policies. Staff may be required to undertake other duties and responsibilities that the head teacher may request from time to time. The duties and responsibilities of this post may be modified according to the changing demands of the school. This job description may be reviewed by the Headteacher in consultation with the post holder.

Key tasks, responsibilities and attributes

The normal duties will usually include the following:

- Contribute to the overall ethos, aims and values of the school
- Attend to the pupils' personal needs, and ensure the health, safety and well being of all pupils
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Be able to use your initiative where appropriate
- Support the school in managing pupil behaviour, reporting difficulties as appropriate
- Have a flexible approach to school life and the needs of the school
- Promote the inclusion and acceptance of all pupils and equality of opportunity for all
- To play with and support the children in the playground and encourage a variety of games and sporting activities.
- To ensure that children in the playground are safe and behave appropriately, and to ensure that there is no period when the playground is left unsupervised.
- To take reasonable precautions whilst in charge of the children to see that they do nothing that is likely to injure themselves or others.
- To ensure the proper use of games equipment when in use at lunchtimes
- To be responsible with others for the setting out and clearing up of play equipment
- To train and support pupil leaders so they can assist other children in playing a variety of lunchtime games
- In the event of inclement weather, to organise and oversee indoor activities for pupils.
- In the event of any injuries to the children to treat them if they are minor injuries, e.g. small cuts or grazes, and to report to the appointed first aider/School Office more serious injuries.
- To follow accident reporting procedures at all times. To undertake First Aid training, if required and to ensure that training is up-to-date. In the event of a more serious incident, follow school procedures and refer the pupil to the First Aider in charge at the time.
- To take part in any relevant staff meetings and training, as and when appropriate.
- Direction to be provided by the PE Leader as to activities and the children to be targeted during lunchtime.
- In addition, to support class teachers in the delivery of the PE curriculum during afternoon PE lessons as required and directed by individual class teachers.

Personal Specification – Sports Coach

Attribute	Essential	Desirable	How identified
Relevant experience			
Experience of working with children in either a paid capacity or as a volunteer	✓		Interview/Application/Reference
Level 3 qualified		✓	Application
2 years of working in school		✓	Application/Reference
Sport coaching experience	✓		Application/Reference
Education and training			
Basic literacy and numeracy skills	✓		Interview/Application
Good written and spoken English	✓		Interview/Application
Have own area of strength/hobby(i.e. art)	✓		Interview/Application/Reference
Studies undertaken beyond GCSE or equivalent		✓	Application/Reference
1 st Aid qualified		✓	Application
Specialist knowledge and skills			
Model acceptable behaviour	✓		Interview/Application/Reference
Ability to work in a team	✓		Interview/Application/Reference
Work with guidance and limited supervision	✓		Interview/Application/Reference
Knowledge and understanding of supporting young children of all abilities including those with SEN,EAL and/or gifted and talented		✓	Interview/Application/Reference
Any additional factors			
Ability to promote the vision and aims of our school	✓		Interview/Application/Reference
Well developed sense of responsibility	✓		Interview/Application/Reference
Calm under pressure	✓		Interview/Application/Reference
Willingness to lead and be led	✓		Interview/Application/Reference
Knowledge of national curriculum		✓	Interview/Application/Reference
Ability to work in liaison with parents and a variety of professionals		✓	Interview/Application/Reference
Monitor, record and make assessments about individual progress suggesting alternate ways of helping children if they are unable to understand		✓	Interview/Application/Reference
Understanding safeguarding	✓		Interview/Application/Reference