



Job Description: Cover Coach

Salary/Grade: NJC Scale 4, Points 7-10

Reporting to: Director of Sport

Purpose of the job

To provide positive support to PE department and supervision of classes and pupils in the wider school. To provide a high-quality educational experience for all students. To help the school achieve its purpose, aims and values

General Duties

- Following school and departmental procedures.
- Supporting the school ethos and adhere to school policies
- Being committed to safeguarding and promoting the welfare of children and young people

Sports Coach:

- To support PE teachers in normal lessons as directed
- To assist in running teams for after school and weekend fixtures (minimum 4 nights per week and 2 terms of Saturday morning fixtures)
- To assist with residential, sports and Outdoor Education activities as required
- To support the increased involvement of young people in sporting activity
- To assist with the running of the Physical Education department as directed

Cover Supervisor:

Supervision of classes and pupils includes the following elements:

- Supervising work that has been set in accordance with the school policy
- Managing the behaviour of pupils whilst they are undertaking this work to ensure a productive environment
- Responding to any questions from pupils about process and procedures
- Dealing with any immediate problems or emergencies according to the school's policies and procedures

Collecting any completed work after the lesson and returning it to the appropriate teacher

- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- Contributing to the extra-curricular life of the school as appropriate
- Other duties as may be reasonable required

Job Specification

Knowledge & understanding

- Being aware of and actively promoting the school's aims, values, priorities, targets and action plans

Behaviour Management

- Setting high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships, following the school systems
- Consistently applying the school's Behaviour Management policy - SPOIL, encouraging positive behaviour, using the classroom code and taking appropriate action in cases of indiscipline

Relationship with colleagues

- Establishing and maintaining effective working relationships with colleagues including support staff.

Health & Safety

- Being familiar with and complying with the School's Health and Safety policies
- Being responsible for the health & safety of students when they are authorised to be on school premises and when engaged in authorised activities elsewhere
- Preparing risk assessments as appropriate
- Taking class register on SIMS and informing the office of any concerns

Other

- Undertaking any other professional requirements specific to this post

Review

This job description will be subject to periodic review and may be amended at any time after consultation with you.

PERSON SPECIFICATION

	Essential Requirements	Desirable Requirements
Experience:	<p>Successful experience of involvement in Cricket, Hockey or Rugby as a team player.</p> <p>Experience in competitive Cricket, Hockey or Rugby at club level.</p> <p>Experience of coaching Cricket, Hockey or Rugby to a high standard and level.</p>	Experience working in at least one other school or college
Qualifications:	<p>A good standard of general education/ relevant vocational qualifications preferred.</p> <p>Sports Coaching Certificates</p>	<p>A qualification in Health or Sports Science at Diploma or Degree level</p> <p>PE coaching qualifications</p> <p>First Aid qualification</p> <p>D1 Drivers Licence</p>
Knowledge and Skills:	<p>Excellent PE coaching skills.</p> <p>A clear understanding of the range of sports available in schools, the competition rules relating to them and technical training methods.</p> <p>Excellent inter-personal and communication skills.</p>	<p>A good understanding of sports leadership skills</p> <p>A good knowledge of health and safety matters related to sport</p> <p>A good knowledge of first aid.</p>
Aptitudes:	<p>Ability to work effectively under pressure and maintain an optimistic and positive attitude.</p> <ul style="list-style-type: none"> • Able to maintain personal drive and energy. • Ability to relate well to people at all levels. • An aptitude to work as part of a team whilst also being self-motivated and action-orientated. • A high level of personal organisation skills. • An ability to manage your own personal stress levels. • A commitment to provide a quality support to the pupils and parents of Langley Park School for Boys. • Personal integrity, dedication and commitment to the school 	<p>A real interest in lifelong learning and the work of schools within the community.</p> <p>Being ready to take advantage of additional training towards a more flexible working role within the school.</p> <p>Able to contribute strongly to the cultural life of the school.</p> <p>An active interest in Music/Drama/Outdoor Activities.</p>
Circumstances:	Willingness to work irregular hours on occasions.	A willingness to be involved in sports tours.

