

### Job Description and Person Specification

<b>Role</b>	Sports Coach
<b>Grade and Range:</b>	Grade 5 points 15-22
<b>Department:</b>	Teaching Support
<b>Accountable to:</b>	Headteacher
<b>Date last reviewed:</b>	Sept 2025

#### Position Overview

To complement the professional work of teachers by taking responsibility for learning activities in PE across school. This may involve preparing and delivering learning activities for individuals, groups or whole classes and assessing and reporting on pupils' achievement, progress and development in PE to the class teacher.

#### Main Duties

##### Teaching and Learning – Sports Coaching

- Undertaking activities with individuals, groups or whole classes to ensure their safety and facilitate their physical, emotional and educational development
- Organising and managing appropriate learning environment and resources for PE and After School Sessions  
range of teaching resources that meet the diversity of pupils' needs and interests
- Planning and delivering lessons for individual pupils, groups and whole classes
- Working with School Sports Lead to plan extra-curricular opportunities
- Support School Sports Lead with website updates and School PE Grant spending/reports
- Advising on appropriate deployment and use of specialist aid/resources/equipment
- Providing cover for teaching staff -leading classes in PE sessions providing PPA cover for the teachers
- Development of the work area across the school, including any specialist resources
- Delivering out of school learning activities within guidelines established by the school

**Assessing**

- Assessing the needs of pupils and use specialist skills to support pupils' learning in PE
- Providing feedback to pupils in relation to progress and achievement
- Provide feedback to class teachers on pupils' development and progress

**Supporting pupils**

- Promoting, supporting and facilitating the inclusion and acceptance of all pupils within the school
- Supporting pupils consistently whilst recognising and responding to their individual needs, encouraging interaction and cooperative work with others and engage all pupils in activities
- Attending to pupils' personal needs and provide advice to assist in their social, health and hygiene development
- Promoting positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

### **Working with staff, parents/carers and relevant professionals**

- Liaising sensitively and effectively with parents and carers
- Establishing constructive working relationships with pupils and interact with them according to individual needs
- Direct the work, where relevant, of other adults in supporting learning
- Liaising between managers/teaching staff and teaching assistants
- Undertaking recruitment/induction/performance review/training/mentoring for other teaching assistants

### **Safeguarding**

- Being aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
- Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

### **General Duties**

- Be a positive influence on the climate and culture of the school and Flying High Partnership and be a positive example at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. reporting all concerns to your line manager.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the school and Flying High Partnership by engaging as an active member of the team.
- Attend and participate in relevant meetings as required.

- Participate in training, other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be a flexible and supportive member of the team.
- To perform any other task under the reasonable direction of your Line Manager which could include assisting in other areas of the school, the Central Team and other schools.

**Skills and Experience Required:**

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

	Essential	Desirable
<b>Qualifications and Knowledge</b>		
A good standard of secondary education to GCSE level or equivalent	AF	
A good standard of literacy and numeracy	AF/AST	
Sports Coaching/Teaching Qualification	AF	
Secure knowledge of National Curriculum and EYFS Framework	AF/I	I/AF/AST
<b>Experience</b>		
Working in or have worked in a school environment		AF/I
Working in or have worked in a role supervising children	AF/I	
Working as part of a team	I	
Ability to suggest improvements to systems and processes	I	
Experience of planning and delivering whole class learning activities	I	
Experience of handling sensitive information with a high level of professionalism and the highest levels of confidentiality	I	
Illustrating innovative and creative ideas for children's play		AF/I
Basic first aid training/experience		AF
<b>Behaviours</b>		
Excellent communicator	I	
Professional and approachable	I	

Ability to problem-solve as part of a team or working alone	I	
Proactive	I	
Positive attitude	I	
Demonstrates resilience	I	
Can work collaboratively with others and develop good working relationships	I	
<b>Skills</b>		
Excellent verbal communication skills	I	
Excellent written communication skills	AF/AST	
Excellent planning and organisation skills	I/AST	
Excellent time management	I/AST	
High degree of attention to detail	AST	
<b>Attributes</b>		
Demonstrate an understanding of the Flying High Partnership vision and values and how they will/do align themselves		I
Committed to own continuing professional development		AF/I
Committed to putting children's education first	I	
<b>Other</b>		
Occasional work outside normal working hours – prior notice given		I
Commitment to get stuck in with Partnership and Trust wide activities		I

