



'Let all that you do be done in love'
1 Corinthians 16 14



Sports Coach at St Francis of Assisi Catholic Primary School

Part-Time: 26 hours per week
38 weeks (Term-time + Inset days)

Closing date: 26th June 2026 at 12pm
Interviews: week commencing 29th June 2026

Start Date: September 2026

OLICAT Support Staff OLICAT Support Staff Grade G11
£28,770 FTE

Contract: Fixed term until 31st August 2027



Job Description

Job Title	Sports Coach HLTA
Salary / Scale	OLICAT Support Staff Grade G11 £28,770 FTE
Contract type:	Permanent 38 weeks (Term time + Inset) Part-Time – 26 hours per week
Purpose of the Position	To provide very high level and experienced learning support under the guidance of a teacher/senior staff to enable access to learning for all pupils across the curriculum raising their attainment. Following an agreed system of supervision by the teacher, support them to plan and deliver lessons, mark assessments, keep records and update progress data. Supervise and train other Teaching Assistants.
Key Responsibilities	To complement the work of the teacher by taking responsibility for learning activities under an agreed system of supervision. Provide specialist knowledge and skills to support pupils in their access to learning, particularly those with SEND needs. This job description may be amended at any time, following consultation between the employee and the Headteacher and will be reviewed annually.
Responsible to	The Headteacher and PE Lead
Accountable to	The Headteacher

MAIN DUTIES

1. Teaching and Learning

- Provide an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including those with special educational needs and disabilities (SEND)
- Plan and deliver lessons or learning activities under the guidance of the teacher.
- As well as working with pupils individually, manage small groups or whole classes independently when required.
- Promote, support and facilitate inclusion by encouraging all pupils with SEND and behavioural needs or additional learning requirements in learning and extracurricular activities.
- Lead interventions to support learning behaviours.
- Use effective behaviour management strategies consistently in accordance with school policy.
- Contribute to assessment, record keeping and reporting on pupil progress and attainment.
- Provide feedback to pupils, teachers and families.

- Mentor groups of pupils to help them develop skills needed to regulate to support their wellness and to get the best experience from school life.
- Provide specialist support to pupils which may include:
 - Learning, behavioural, communication, social, sensory or physical difficulties or;
 - English is not their first language
 - High ability pupils
 - PE/Sports.
- Mentor and support other Teaching Assistants providing professional feedback for development.
- Advise other Teaching Assistants in how to meet the social, emotional and cognitive needs of identified pupils
- Train other support staff on areas of specific interest including learning behaviour, effective communication, working with neurodivergent children and SEMH.

2. Planning

- Contribute to the planning and preparation of learning activities, using expertise to evaluate and adjust lessons/work plans as appropriate within the agreed system of supervision.
- Devise clearly structured activities that interest and motivate learners and advance their learning
- In liaison with the school's inclusion team, plan the inclusion of pupils into the learning activities
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Support Family Support in advising parents about how they can best support their child's learning both at home and in school.
- Use ICT skills to advance pupils' learning.

3. Safeguarding and Health and Safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Ensure adherence to all Trust and school's policies but particularly regarding safeguarding, health and safety and GDPR.

4. Professional Development

- If not already attained study to achieve the HLTA Level 4.
- Participate in the Trust's performance management (appraisal) processes
- Participate in further training and development to improve own professional development (CPD)
- Participate in appropriate training provided by either the school or the Trust

5. Working with Colleagues and other relevant professionals

- Liaise closely with the school SENDCo and SEMH leads, Family Support, teaching staff and teaching assistants keeping others accurately informed of performance and progress of pupils.
- Liaise with external professionals and agencies.
- Communicate effectively with pupils, parents and carers under the direction of the teacher.
- Work in close collaboration with colleagues and other relevant professionals within and beyond the school including the Trust Central Team, school's Local Academy Committee, Trust Central Team, Headteachers, Teaching and support staff across the Trust and within each of its schools.
- Develop effective professional relationships with colleagues.

Be aware of the Trust's objectives relating to the provision of Catholic education. All schools/academies within the Trust are part of the Catholic Church and, as such, are to be conducted as Catholic academies in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Northampton.

6. Personal and Professional Conduct

- Preserve the integrity and confidentiality of all people encountered as part of this role.
- Have proper and professional regard for the Catholic ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out the professional duties and responsibilities

Be aware of the Trust's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times.

Any Other Duties

The post holder will be required to safeguard and promote the welfare of children and young people and follow school policies and the Trust Code of Conduct. The Trust is committed to ensuring that it complies with all legislative requirements on safeguarding and child protection and that the Trust actively values and promotes diversity, unity and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The post-holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy in relation to employment and service delivery.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, and the post holder may be required to undertake other duties and responsibilities commensurate with the role as directed by the Headteacher or the Trust's Chief Executive Officer.

Thank you for your interest in St Francis of Assisi Catholic Primary School and Preschool
<https://www.stfrancisofassisiprimarybedford.co.uk/> part of Our Ladies Immaculate Catholic Academies
Trust. <https://www.olicatschools.org/>

Person Specification - Sports Coach

Training and Qualifications	Essential	Desirable	Evidence
HLTA Level 4 Certificate or willing to study for		✓	Application
Level 3 in supporting teaching and learning in schools or A Level equivalent	✓		Application
Educated to GCSE with English and Maths at Grades A*-C or equivalent	✓		Application
Evidence of continued professional development		✓	Application
Experience	Essential	Desirable	
Significant experience (at least 4 years) of working with children of relevant age as a Teaching Assistant (Primary or Secondary) or equivalent	✓		Application Interview
Experience of working with pupils with additional needs.	✓		
Experience of wide range of teaching activities demonstrating ability to adjust to meet different learning needs.	✓		
Experience of dealing professionally with wide range of people including parents and children.	✓		
Experience of supervising others effectively, training and mentoring as required.	✓		
Knowledge & Skills	Essential	Desirable	
Excellent interpersonal skills and an ability to relate and communicate effectively with children, staff parents and carers	✓		Application Interview
Full working knowledge or national curriculum and other relevant learning programmes	✓		
Understand principles of child development and learning processes including barriers to learning	✓		
Ability to plan effective actions for pupils at risk of underachieving	✓		
Understand how statutory and non-statutory frameworks for the school curriculum relate to the age and ability of the learners they support	✓		
Understand how to support learners in accessing the curriculum in accordance with SEN Code of Practice and equalities legislation	✓		
Experience of wide range of teaching activities demonstrating ability to adjust to meet different learning needs.	✓		
Ability to evidence planning and preparation for lessons and teaching material.	✓		
Ability to contribute to assessment and monitoring of pupil progress.	✓		
Knowledge and understanding of child protection/safeguarding	✓		

Knowledge of effective use of ICT in the classroom to support pupils' learning. .	✓		
Understanding of Data Protection including GDPR	✓		
Personal Qualities	Essential	Desirable	
Proven ability to work on own initiative with a proactive approach.	✓		Interview
Proven ability to work collaboratively with others	✓		
Commitment to maintaining confidentiality at all times	✓		
Commitment to safeguarding and diversity.	✓		
Willingness to complete HLTA Level 4 if not already qualified	✓		
Confidential References and Outcomes			
At least 2 written professional references			
Confirmation of professional and personal knowledge, skills and abilities			
Positive recommendation from current employer or training organisation			
Satisfactory health and attendance record			
Satisfactory enhanced DBS check and other pre-employment checks as required			

How To Apply

Further information about the Trust can be viewed on the Trust website: www.olicatschool.org

If you wish to discuss the role in more detail please contact 01234 325062

Completed applications to be submitted via the link to the Trust's recruitment portal, My New Term, here: no later than 26th June 2026

Interviews will be held week commencing 29th June at St Francis of Assisi Bedford. Please note if sufficient applications are received before the closing date, we reserve the right to close the vacancy early

All appointments will be subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

Thank you for your interest in our Trust.