

## Saracens Bell Lane Sports Coach Job Description

**Responsible to:** The Principal

**School Location:** Saracens Bell Lane, NW4 2AS

**Contract Type:** Permanent

**Hours:** 35 per week, term-time only

### About the Role

The Sports Coach role involves teaching physical education and sports to school children. Their duties include planning and leading PE lessons, getting students to compete in sporting events and evaluating their performance.

The Sports Coach promotes physical fitness, teamwork, sportsmanship, and healthy lifestyles among students. They help students develop physical skills, confidence, and an understanding of health and wellbeing.

### Main Responsibilities

- Promote, develop and support the delivery of high-quality PE teaching and learning within the school, indoor and outdoor
- Deliver the planned PE curriculum
- Drive and lead the strategic vision for the subject PE, ensuring it aligns with the school's development plan.
- Adapt the planned curriculum to meet the needs of all learners, including those with SEND or higher sporting abilities, ensuring every child achieves success.
- To prepare, train and escort pupils for internal and external sports competitions
- Play a fundamental role in providing a broad and engaging PE curriculum across all year groups.
- To conduct ongoing assessment during lessons to monitor progress and provide feedback
- To conduct a summative assessment at the end of a unit or term to measure achievement.
- Play a leading role in coaching/training children for inter-school tournaments/leagues and assisting in transporting teams to and from such events.
- Play a leading role in the organisation and running of intra- school competitions.
- Ensure schemes of work are accurately in line with updates to the national curriculum.
- Ensure that PE equipment is safe, appropriate and available to deliver high-quality PE lessons.
- To be a positive role model, creating a positive and fun environment in which to motivate and encourage children to participate in PE and sports, welcoming all participants in a professional and friendly manner.
- To promote and encourage an active and healthy lifestyle for all pupils.

- To promote PE/Sport across the school.
- To identify participants' abilities and encourage them to reach their full potential, planning and delivering lessons and sports sessions appropriate to their level and ability.
- Develop talent pathways for exceptional children.
- Deliver school sports clubs out of school hours.
- Communicate with parents, updating them on progress and development when required.
- To maintain assessment records that reflect pupils' academic progress.
- To contribute to pupils' annual reports regarding achievements in PE and sports
- To follow the school behaviour policy and ensure that high standards of behaviour are maintained in all sessions.

### **Professional development**

- Undertake appropriate and agreed continued professional development. Be aware of and advise on appropriate trends and courses within the sector.
- Participate in whole school and individual INSET programs.
- Share expertise, in particular PE expertise, with other members of staff.

### **Health and Safety**

- To ensure safe provision of all equipment and ensure it is used correctly, operate within Health & Safety guidelines and undertake risk assessments.
- To log and report any incidents/accidents or any other concerns to the Principal or Vice Principal
- Report any safety concerns or health and safety issues

### **General Duties**

- To arrive in good time before the lesson start time, to ensure lessons are well prepared.
- To lead after school clubs
- Present and conduct yourself in an appropriate manner with courtesy and regard for others.
- Wear suitable clothing for teaching.
- Attend or lead whole school assemblies when appropriate.
- Maintain your qualifications, ensuring they are up to date and relevant.
- Attend meetings with the PE training session /employee review sessions/ CPD courses as recommended.
- Attend regular training sessions (both in and out of school) and updates where relevant
- To follow all school policies and procedures
- To write and review risk assessments
- To develop and lead the school travel plan

### Additional duties

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the School in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive, as there may be other duties and requirements associated with and covered by the post.

*Note: These accountabilities outline the main areas of the role and are not an exhaustive list of duties.*

*This job description may be reviewed and amended from time to time in response to the changing needs of the school and at the direction of the Principal and line manager. Other reasonable duties may be assigned within the competence of the postholder.*

### Person Specification – Sports Coach

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of spoken and written English</li> <li>• GCSE's or equivalent, English, Maths, Science, PE,</li> <li>• Awareness of safeguarding, training or willingness to undertake</li> <li>• Basic First Aid qualification or willingness to undertake training</li> <li>• National Governing Body (NGB) Level 1 coaching qualification in at least one sport, or a recognized multi-skills coaching qualification or aspiring to obtain.</li> <li>• Clean driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Training in restorative or positive behaviour strategies</li> <li>• NGB Level 2 coaching qualification(s); a degree or foundation degree in Sports Science, Sports Coaching, or Physical Education.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with pupils in a school or community setting</li> <li>• Experience of supporting children in play or social situations</li> </ul> <p>To be able to deliver PE and sports lessons which motivate, educate and encourage children of all abilities</p> <ul style="list-style-type: none"> <li>• Ability to adapt content for pupils with Special Educational Needs and Disabilities (SEND)</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a primary school environment</li> <li>• Experience of behaviour management and supporting emotional wellbeing</li> <li>• Experience of using restorative communication or conflict-resolution techniques</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of the importance of safeguarding and promoting the welfare of children</li> <li>• Awareness of health and safety requirements when supervising children</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of school's Healthy Eating Programme</li> <li>• Awareness of restorative approaches and positive relationship-building strategies</li> </ul>



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<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Excellent communication and interpersonal skills</li><li>• Ability to build positive and respectful relationships with children and colleagues</li><li>• Able to work effectively as part of a team</li><li>• Able to show initiative and respond calmly under pressure</li><li>• Committed to modelling the school's values of Discipline, Hard Work, Honesty and Humility</li><li>• Able to adhere to all school policies, including safeguarding, equal opportunities and health &amp; safety</li><li>• Able to maintain confidentiality at all times</li><li>• Persistence in following things through and ensuring consistency</li><li>• Commitment to personal and professional development</li></ul>	
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