

Job Description

Post Title: Extended Schools Achievement Leader and Sports Coach

Location: Ashwood Spencer Academy

Salary/Pay Range: NJC12 – NJC16

Hours of work: 37

Reporting to: Principal

Purpose of Role

To provide support to the Principal and teachers across a range of child centred physical activities which promote child development and learning.

Lead whole class PE sessions.

Work with individual children and small groups to deliver physical literacy and other relevant interventions as directed by the PE lead.

To work within the general directions of the Principal.

To work under the leadership of the PE lead.

Nature and Scope

To promote the school's vision, values and aims in the provision of a safe, stimulating and high quality environment catering for young people's educational and developmental needs.

To plan, teach and assess Physical Education sessions for all year groups across our school.

To deliver engaging lessons which meet the National Curriculum objectives and develop our children into enthusiastic, skilled, active learners.

To deliver and monitor a co-ordinated programme of high-quality extra-curricular, professional coaching activities which are progressive and reflect the needs of young people within the school.

To inspire all pupils, especially the disadvantaged, to achieve success and live and lead active lifestyles. Linking curriculum, community and club provision, the role will provide increased opportunities for children to access extra-curricular activities to support their learning.

It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their continuous professional development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

Main Duties and Responsibilities

1. To organise, plan and deliver a range of high quality and innovative sport and physical activities to children and young people, in school curriculum time (following the PE National Curriculum) and/or to set programmes of study.
2. To deliver a range of OSHL (Out of School Hours Learning), extra-curricular activities including before school, at lunch times, and after school.
3. To produce full and accurate assessments and reports on children and young people's progress to the required timeframes.
4. To develop and inspire young people to live and lead active lifestyles by motivating and encouraging them to participate in sport and activity.
5. To encourage young people to interact and work co-operatively with others and engage in all sporting/extra-curricular activities, ensuring all pupils are included
6. To be a positive role model, creating a positive and fun environment in which to learn, encouraging attendance in particular by children who do not usually participate in sport and/or extra-curricular activities.
7. To assist and support teachers in delivering high quality coaching and effectively supervise, mentor and direct support staff, volunteers and apprentices, where appropriate.
8. To maintain and develop good working relationships with parents/carers and other adults involved with each child.
9. To carry out administrative duties as necessary e.g. maintain accurate Attendance Registers, collect monies, carry out risk assessments etc.
10. To assist in collection of management information.
11. To develop and maintain effective and positive working relationships with all partners and community organisers, attending meetings with key partners as and when required.
12. To maintain up to date knowledge and understanding of the school PE National Curriculum
13. To be aware of and maintain up-to-date knowledge of relevant National Sports Governing Body programmes, policies and practices.
14. To be committed to continuous development and attend regular 'in-house' and external training to enhance skills as appropriate within the role.
15. To implement school Health and Safety policies and procedures in order to ensure a safe, effective, child friendly environment in all lessons and activities.

To be prepared to occasionally carry out work during evening and/or weekend periods

General

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

Additional Information

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Person Specification

	Essential	Desirable
Qualifications and experience		
<ul style="list-style-type: none"> • First Aid at Work qualification • A recognised level 3 sports qualification • Grade A-C in both GCSE Maths and English • A further qualification at Certificate or Diploma level or higher • Positive Handling trained • A child protection certificate • Relevant Child Protection, Equality and Coaching Disabled Performers training 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓
Knowledge and skills		
<ul style="list-style-type: none"> • Ability to set up and deliver high quality sports coaching sessions to children and young people • Be able to plan a range of innovative coaching sessions and programmes • Knowledge of the PE National Curriculum • Be able to produce accurate assessments and reports in children and young people's progress • Intermediate IT skills and knowledge of Word processing, spreadsheet and database packages e.g. Microsoft office applications • Effective time management skills • Awareness of Health and Safety requirements in sport and physical activity • To establish good relationships with adults and young people • To work successfully both independently and as part of a team • Effective communication and interpersonal skills, with the ability to communicate with people at all levels 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Personal qualities		
<ul style="list-style-type: none"> • Must demonstrate a passion for coaching and inspiring young people • Demonstrate reliability, resilience and self-motivation • Confident and able to command respect from young people and others 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	

<ul style="list-style-type: none">• Willingness to pursue own continuing development	✓	
<ul style="list-style-type: none">• Demonstrable evidence of continuous development and competence	✓	
<ul style="list-style-type: none">• Must be honest and trustworthy	✓	
<ul style="list-style-type: none">• Ability to adapt sessions appropriately dependent on the needs of young people	✓	
<ul style="list-style-type: none">• Ability to act as a role model of appropriate behaviours	✓	