



JOB DESCRIPTION

Job Title: Sports Coach

Reports to: Deputy Head (Co-Curriculum)

Contract: Part Time, Fixed Term, from 1st September 2026 to 31st August 2027

Indicative Sessions Required: Tuesdays from 1pm to 4pm and Wednesdays from 1pm to 4pm, over 23 weeks per annum, during Michaelmas and Lent Term only. It is likely that the successful candidate will be asked to deliver football, hockey and netball sessions.

Specific Responsibilities

- The Sports Coach will work under the direction of the Deputy Head (Co-Curriculum) and the appropriate Heads of Sport to deliver and support the senior games program with games sessions.
- Be responsible for maintaining a register of pupils attending to share with the Sports Department Manager for each session
- Ensure that they are up to date with good practice in their field and share any relevant information with the school
- Ensure with the support of the Deputy Head (Co-Curriculum) that risk assessments are followed.

Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

Further Details

- The school provides all pupils with two games/PE sessions each week as it strongly believes in the associated positive links between activity, academic studies and improved well-being.
- The successful candidate will be able to inspire and deliver safe, enjoyable and progressive sessions that promote the aims of sport at Norwich School.
- Games lessons will be run mostly within the Daynes Sports Centre, Upper King Street facility or outside if weather permits.



PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications		
Further education qualifications in Sports Science or equivalent		X
Level 2 coaching qualification or above		X
Additional specialist qualifications or qualifications relating to working with children		X
Current recognised First Aid certification or the ability to gain this within an agreed period.	X	
GCSEs at C grade or above in English and Maths or equivalent		X
Experience		
Experience of designing and implementing sessions in a school environment.	X	
Demonstrate appropriate knowledge of the physiological, psychological and sociological differences between youths and adults and be able to explain how they would adapt sessions to suit.	X	
Background of working with children in sport		X
Basic skills and competencies		
Excellent written, verbal, administrative and organisation skills	X	
Competent ICT skills including sports specific tools to enhance the experience of all	X	
Personal Qualities		
Be a positive role model to all stakeholders at the school	X	
Excellent communication and interpersonal skills	X	
Be flexible and able to adapt to a dynamic working environment	X	
Ability to work independently and as part of a team; working co-operatively and sensitively with others.	X	
The ability to work with a wide range of people, staff, parents and pupils	X	
Effective time management skills and the ability to balance competing priorities and achieve deadlines	X	



SALARY AND BENEFITS

Salary and Working Pattern

This is a part time, fixed term position from 1st September 2026 to 31st August 2027. The salary for this fixed term role will be up to £3,033 per annum. Actual salary will be dependent on start date.

The post holder will typically work Tuesdays from 1pm to 4pm and Wednesdays from 1pm to 4pm, over 23 weeks per annum, during Michaelmas and Lent Term only. It is likely that the successful candidate will be asked to deliver football, hockey and netball sessions.

Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff member contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare

Staff may benefit from the school's private healthcare plans. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.