

JOB DESCRIPTION

Employment Details

Job Title	Sports Coach
Reports to	Lead Sports Coach
Salary Band	WHF NJC M

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

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

Purpose of the Role

Working within a learning framework set by the Principal, provide teaching and learning of PE and Sports curriculum, extra-curricular opportunities and competitive sport which ensures that pupils have equality of access to opportunities to learn and develop.

To act as an integral part of the school staff team, and as such to make a professional contribution to the overall aims of the school, working within agreed policies and procedures.

Responsibilities

Development of PE and Sport within in the School

- o Supporting the Lead Sports Coach, Organise, Plan, Teach and Assess PE in KS1 Give advice and CPD to teachers as required and requested.
- o As part of the PE team, organise and run before school and after-school programme of sporting extra-curricular activities to encourage a healthy and active lifestyle for pupils.
- o Observe the teaching of PE across the school and engage in professional discussion about the teaching and learning in the lesson.

Maintain Teaching Spaces and Equipment

- o To maintain teaching spaces (Main Hall, Social Hall, MUGA, Playgrounds and Equipment cupboards) for use by staff and students ensuring a safe working, tidy and healthy environment is provided at all times
- o Ensure the provision and setting up of equipment for practical sessions and examinations as required.

Communication with Parents

- o Provide feedback to class teachers on the attainment and progress of pupils for classes taught to assist in writing End of Year Reports.
- o In agreement with the Principal or classroom teacher, communicate with parents and other designated carers about the care and education of their children. Promote partnership working between home and school and help to develop and maintain parental interest in their child's education.

Teaching Environment

- o As part of the PE team, assist to maintain and update PE noticeboards.

Provide care and support for the pupils'

- o Promote pupil well-being by encouraging them to develop good relationships with others, develop their self-reliance and self-esteem, help them to adjust to new settings and to practice good standards of health and hygiene
- o Apply simple first aid and administer controlled drugs, where authorised to do so.

Supporting pupils learning and achievement

- o Undertake a range of teaching and learning activities with specified groups of (or individual) pupils, under the professional direction of a qualified teacher.
- o Provide the appropriate level of support needed by pupils to promote independent learning, responding to any signs of distress or conflict and feeding back to the teacher about progress made by pupil(s)
- o Make a professional contribute to formal case discussions concerning the educational development of pupils with whom there is day to day classroom contact.

Assist in preparing and delivering teaching and learning activities

- o In consultation with the classroom teacher, ensure that all learning resources and materials are appropriate and relevant to pupils' needs. This includes the preparation, setting out and clearing away of teaching aids, during and between lessons.

Observe and report on pupil performance

- o Under the professional guidance of the classroom teacher, carrying out, and reporting on, systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher can make judgements about their stage of development. This will include making specific recommendations to the teacher on identified special educational or other needs, based on objective observations.

Develop and maintain working relationships with other professionals

- o Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner
- o Take an active role in supporting and developing a culture of team working for the benefit of pupils', both individually and collectively.
- o Participate in staff meetings and contribute to the development of policies and procedures related to curriculum delivery and classroom management.

Contribute to the management of pupil behaviour and security

- o Contribute to the development and maintenance of school policies which encourage positive pupil behaviour and implement agreed behaviour management procedures in the classroom.
 - o Undertake playground and lunchtime supervision duties as required and assist the classroom teacher in ensuring that at the end of the school day all pupils are placed in the care of their parents, or other authorised adults.
- Responsible for reporting situations which potentially pose a danger to any pupil or member of staff in the school.

Participate in collective school activities

o As requested by the Principal, supervise pupils during assembly, fund raising events, school outings and other extra-curricular activities undertaken during the normal school day.

Review and develop own professional practice

o Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development.

Additional Duties and Responsibilities

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The post holder will respect the need for confidentiality at all times while performing this role.

The post holder must at all times carry out their responsibilities with due regard to Trust policy and arrangements for Health and Safety at Work.

All staff within The White Horse Federation will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

Safe Working Practices with Children

It is the responsibility of each employee to carry out their duties in line with The White Horse Federation's ethos and culture of safe working practices for adults working with children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations

The post holder is required to comply with GDPR regulations and to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity

There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description, the post holder will apply The White Horse Federation's commitment to equality by treating all employees fairly and without discrimination.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. Any review will be carried out in consultation with the post holder before any changes are implemented.

Developed by:		Issue Date:	
Post Holder signature:		Signature Date:	

PERSON SPECIFICATION

Qualifications and Training

Essential	Desirable
<ul style="list-style-type: none"> • Good general level of education to include Maths and English GCSE grade C or above, or further relevant experience in the absence of formal qualifications • Level 5 Certificate in Primary School Physical Education 	

Skills and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Previous experience of working with children in an educational setting • Good interpersonal skills with both adults and children • Some knowledge of basic ICT applications • Sufficient knowledge, expertise and awareness of the pupils' curriculum to work effectively as part of a professional team • Understanding and respecting the learning styles and preferences of pupil(s) and using this knowledge to support the pupil(s) when working on their own or in groups • Working under the direction of the line manager/classroom teacher, but some discretion is required – works independently with individuals or groups • Committed to values based education • Effective role model for all of WHF values 	<ul style="list-style-type: none"> • working with pupils with SEN • or supervising and delivering a whole class lesson • or supporting a pupil with complex SEN by modifying and delivering programmes as directed by teachers and other professionals • Experience working as a grade 2 TA or other relevant experience

Specialist Knowledge

Essential	Desirable
<ul style="list-style-type: none"> • 	

Personal Traits

The successful candidate will:

- Appreciate the differences between people regardless of ability or background and treat peoples' values, beliefs, cultures and lifestyles with respect and dignity at all times.
- Understand the boundaries of appropriate behavior when working with children and young people and always act in a way that respects these boundaries.
- Understand the principles of confidentiality and adhere to them in respect to the information available within the workplace.
- Have values that align with the ethos and culture of The White Horse Federation.

