

Job Description

Job title: HLTA (PE Coach)

Reports to: Headteacher, Deputy headteacher, Assistant Headteacher, PE department

Pay Scale: Scale 6, Point 18

Overall Job purpose:

- To lead and deliver an adapted and inclusive physical education and sports programme for pupils with social, emotional, mental health (SEMH) difficulties.
- The HLTA Sports Coach will support the development of physical skills, wellbeing, and social interaction, while integrating therapy targets and curriculum objectives.
- The role includes leading school sports initiatives and developing student confidence and skill in delivering adapted physical education.
- To provide sports lessons for classes and support the school in attending sporting events out of school hours and providing after school sports activities for groups of pupils.

Duties and Responsibilities

Professional Standards

- To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners.
- To demonstrate and promote the positive values, attitudes and behaviour expected from the pupils at all times.
- To work collaboratively with colleagues, and carry out your role effectively, knowing when to seek help and advice.
- To liaise sensitively with parents and carers, recognising their roles in pupils' learning.
- To improve your own practice, including through observation, evaluation and discussion with colleagues.

Planning and Expectations

- To work with colleagues and adapt planning for lessons effectively taking into account pupils' needs and interests.
 - To effectively use other adults in your lessons.
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- To provide feedback to pupils and colleagues on pupils' learning and behaviour.
- To select carefully the resources required to meet the diversity of pupils' needs and interests.
- To support colleagues to plan for opportunities for pupils to learn in out-of-school contexts e.g. outdoor learning, swimming.
- To plan for health and safety during PE lessons.

Teaching and learning Activities

- To provide sports lessons based on the national requirements within PE.
- To assist in monitoring and recording the progress of individual pupils in accordance with school procedures and reporting to the class teacher.
- To give oral and written feedback to pupils on their attainment in order to promote further progress.
- To assist in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these.
- To attend sporting events with groups of pupils in school time and out of school time as required.
- To liaise with outside agencies in relation to sporting events.
- To work alongside other adults, including teachers and other support staff.
- To attend training sessions relevant to the post.
- To support the school in promoting sports.
- Work 1:1 and with groups to support development in coordination, confidence and teamwork.
- To be flexible with working hours in order to support out of hours learning.
- To take part in in-service training, relevant performance management arrangements and other meetings as directed in normal contracted working hours; to be conversant with school policies and procedures.
- To maintain confidentiality at all times with regard to all aspects within the school.
- Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the Head Teacher.

General Duties

- To play a full part in the life of the school community, to lead its distinctive mission and ethos, and to encourage staff and students to follow this example.
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- To lead the school in meeting its legal requirements for worship. To actively promote the school and Trust's corporate policies. To continue personal development as agreed. To lead the implementation and comply with the school's Health and Safety policy and undertake risk assessment as appropriate. To observe the high standards defined in the National Standards of Excellence for Head Teachers
- To undertake annual mandatory and statutory training as directed by the Trust or School.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Developing self and working with others

- Promote and maintain a culture of high expectations for self and others
- Regularly review own practice, set personal targets and take responsibility for own development, seeking advice and support from relevant colleagues

Scope:

The post-holder will be based at one of the Trust Schools and will be expected to work across the Trust, travelling from time to time to school sites. This job description needs to be considered in the context of a developing and evolving situation and, therefore, responsibilities described here may be adapted to meet changing needs.

Safeguarding:

Compass Eko Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employees are expected to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust

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Person Specification

Criteria	Essential	Desirable	How tested Application/ Interview/ Task
Qualification	<ul style="list-style-type: none"> GCSE or equivalent level, including at least a Grade 4 in English and Maths 	<ul style="list-style-type: none"> HLTA qualification or willingness to achieve PE/Sports coaching qualification (e.g., Level 2 Coaching Cert) First Aid qualification Manual Handling Teamteach training 	A/I
Experience	<ul style="list-style-type: none"> Experience working in a school environment or other educational setting Leading PE sessions or sports coaching 	<ul style="list-style-type: none"> Experience working with children with SEN Supporting students with complex needs in active sessions Experience delivering CPD, running inter-school competitions 	A/I/T
Skills & Knowledge	<ul style="list-style-type: none"> Ability to lead and motivate groups 	<ul style="list-style-type: none"> Strong understanding of how to adapt sports for pupils with SEND 	A/I

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	<ul style="list-style-type: none"> ● Excellent communication and teamwork ● Good literacy and numeracy skills ● Good organisational skills ● Ability to build effective working relationships with pupils and adults ● Skills and expertise in understanding the needs of all pupils 	<ul style="list-style-type: none"> ● Knowledge of child development and physiotherapy integration ● Ability to manage challenging behaviour ● Familiarity with EHCPs and integrating therapy goals into sessions 	
Personal attributes	<ul style="list-style-type: none"> ● Able to lead and inspire ● Able to work calmly under pressure ● Ability to critically evaluate own performance and make any necessary changes to be more effective ● Enthusiastic, honest, reliable ● A passion for child-centred learning ● Ability to share a dynamic vision for the implementation of programmes and projects 	<ul style="list-style-type: none"> ● Stamina and resilience ● Creativity in session planning and team engagement 	A/I

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	<ul style="list-style-type: none">● A sense of purpose and ability to take personal initiative● A sensible, flexible, open-minded and responsive attitude to working with others● Ability to work effectively as part of a team and to have a collegiate attitude● High quality teaching skills● High expectations of pupils' learning and attainment● Strong commitment to school improvement and raising achievement for all● Ability to build and maintain good relationships● Ability to remain positive and enthusiastic when working under pressure● Empathy with children● Good communication skills● Good interpersonal skills		
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