



JOB DESCRIPTION

JOB TITLE	Sports Coordinator / Coach (1 Year fixed term contract)
DEPARTMENT	Physical Education
SECTION	Senior School
LINE MANAGER	Director of Sport

SAFEGUARDING

Forest School is committed to safeguarding and promoting the welfare of children.

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

This is an exciting opportunity to play a central role in supporting the delivery and promotion of sport across the school. Working closely with the Director and Deputy Director of Sport (Co-Curricular), the successful candidate will be responsible for providing comprehensive administrative support, coordinating a wide range of sporting events, and maintaining effective communication with staff, pupils and parents. You will also have the opportunity to coach on our Games programme as well as support and help with fixtures including Saturday and after-school matches. **Experience of working or coaching within girl's sport would be advantageous.**

The post offers an opportunity for a recent graduate or experienced professional who is passionate about sport and events management, as well as coaching one of the major sports: hockey, football, cricket, netball, swimming and athletics. An attractive salary package is on offer which could include shared accommodation. The appointee would be a full member of a lively and friendly group of dedicated teachers.

KEY RESPONSIBILITIES:

Administration

- To provide administrative support to the Director of Sport, Deputy Director of Sport and Heads of Sport, including liaising with feeder schools.
- To oversee daily staffing changes, Games administration, Saturday fixture logistics and communication.
- To assist with organising sport events, fixtures, competitions, tournaments, award ceremonies and UK & overseas tours, including supporting with risk assessments.
- To book transport for all fixtures as well as Games and Activities sessions.
- To work with Communications to promote sport at Forest School.
- To maintain School platforms with up-to-date information (e.g. SOCS).
- To record and produce written minutes of P.E and Sport department meetings
- Supporting the Heads of Sport and Sports Coaches on away fixtures and sporting activities
- To plan the programme for sport facilities for PE and Games lessons throughout the week in close liaison with the Prep and Snaresbrook Prep
- To be the first contact point for visiting schools on arrival to the School for mid-week and Saturday sporting fixtures
- To maintain the sport facilities and fixtures calendar
- To be present at key events such as Saturday sport, sports tournaments and Prize Giving events
- Develop and manage a diverse range of co-curricular activities for sport.
- Handle enrolment and maintain accurate records of pupil participation and achievements.
- Undertake any additional duties as reasonably required by your Line Manager.

Coaching

- To be involved in the Games and Activities programme taking Sports teams including Saturday fixtures
- To model the behaviours and core values of the school and also the PE Department.
- To enhance the quality of teaching and learning in the Department and wider School through sharing resources and good practice, lesson observation, collaborative teaching, mentoring and active participation in continuing professional development
- Actively safeguard and promote the welfare of children
- Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential and which meets their individual needs
- Assess, record and report on the development, progress and attainment of pupils and to communicate this information to parents via written reports and parents' evenings
- Liaise closely with the Medical Centre in all matters relating to injuries.

Additional information

- Be available to work every Saturday and during after school hours.
- Willingness to drive a minibus is desirable.

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

Pastoral Responsibilities

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

Health and Safety

- Be familiar with and implement all School Policies and Procedures.

Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify the Line Manager and the Absence Managers as early as possible if they are going to be absent from School.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, [Safer Recruitment and Child Protection](#), and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

TERMS OF EMPLOYMENT

Category	Details
Contract Type	Full-time, (1 Year fixed term contract)
Working Hours	Term time hours: 08:30 - 16:30, Monday – Friday, plus Saturday fixtures during term time and after-school coaching and fixtures as required. Holiday hours: Pre-season, tours, and any training camps.
Holiday Entitlement	Forest School holidays.
Additional Details	In addition, and as part of you contracted hours, you will be required to attend Open Day, Information and Welcome Mornings, Entrance Examinations and Commemoration Day (all Saturdays) as well as some evening events. Please note that time off in lieu and additional payment will not be made for these days. <ul style="list-style-type: none">• Requirements to work occasional weekends and evenings for school events.• The post holder will be expected to attend Open Morning and all staff InSET and Admissions days.• Support staff are enrolled into a defined contribution scheme.

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

	<ul style="list-style-type: none">• Staff are required to make a minimum contribution into the scheme, amounting to 5%. The school will make a graduated employer contribution, based on length of service.• Free lunches during term time and when working during the school holidays. Refreshments available in the Common Room throughout the day.• Discounted membership of the Sylvestrian Leisure Centre.• Assistance obtaining a parking permit.• Employer death in service benefit• Support with extensive CPD opportunities
--	---