

## **Viewley Hill Academy** **Sports Coach – Job Description**

Job title:	Sports Coach
Reports to (job title):	PE Lead
Hours of work:	23.5 hours per week
Salary:	£12,826.35-£13,085.56

### **Main duties/responsibilities**

<b>General Responsibilities</b>
<ul style="list-style-type: none"> <li>• Demonstrate a highly professional approach to everyday work.</li> <li>• Work independently, demonstrating initiative and pro-activity.</li> <li>• Work effectively as part of a team.</li> <li>• Develop and maintain efficient record keeping systems.</li> <li>• Maintain positive behaviour and inclusion in accordance with school policies, and demonstrate good practice with regard to attendance, punctuality, behaviour and respect.</li> <li>• Use behaviour management strategies, in line with the school's policy and procedures, which contribute to a purposeful learning environment.</li> <li>• Lead and assist with maintaining good behaviour of pupils throughout the school at all times.</li> <li>• Motivate all pupils to work to the best of their ability to meet the curriculum standards and their educational achievement.</li> <li>• Promote the development of pupils' self-reliance, self-esteem and emotional resilience.</li> <li>• Promote and support the inclusion of all pupils in the learning activities in which they are involved.</li> <li>• Contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures.</li> <li>• Communicate effectively and sensitively with pupils to support their learning.</li> <li>• Build and maintain positive relationships with pupils, ensuring the care, health and welfare of children at all times.</li> <li>• Show sensitivity and objectivity in dealing with parents, members of the school community and visitors</li> </ul>
<b>PE/ Sports Coach responsibilities</b>
<ul style="list-style-type: none"> <li>• Actively promote positive physical and mental health</li> <li>• Working with the school's PE Leader, plan, deliver and evaluate curriculum-based PE sessions for all pupils, including identifying how the pupils can best be supported.</li> <li>• Ensure a clear and meaningful sequence of learning, in line with the Academy's wider curriculum</li> <li>• Organise and deliver age-appropriate activities during lunchtime and after school clubs.</li> <li>• Organise and manage safely the learning activities, the physical teaching space and resources for which you are given responsibility.</li> <li>• Work closely with and consult with the school's PE Leader, ensuring continuity and progression for all pupils.</li> <li>• Monitor pupils' participation and progress, providing feedback to the PE Leader and class teachers, and giving constructive support to pupils as they learn; contribute to maintaining and analysing records of pupils' progress.</li> <li>• Monitor pupils' responses to lessons and modify your approach accordingly.</li> <li>• Provide additional care for pupils with particular needs (learning, behavioural, physical, mental) as part of a planned programme, and assist in maintaining records.</li> </ul>

<ul style="list-style-type: none"> <li>• Work collaboratively with colleagues, and carry out the role effectively, knowing when to seek help and advice.</li> <li>• Under the direction of the School Business Manager, carry out relevant Health and Safety checks</li> <li>• Engage in the wider school PE offer, taking the lead where appropriate, for example for Sports Day, external sporting events and visits</li> </ul>
<b>Other Duties</b>
Be aware of and comply with Viewley Hill Academy's policies relating to Safeguarding, child protection, health and safety, confidentiality and data protection.
Deal with minor problems and first aid
Report persistent or serious issues to a the staff on duty / Class Teacher and notify the appropriate staff of injuries or problems requiring parental follow-up
Work with the Sports Lead / DHT to identify any training and development needs, and actively seek out CPD opportunities as required by the school.

## Person specification

	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• A qualification in English and Maths</li> <li>• A qualification in PE / Sport / Physical health</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in first aid</li> <li>• Qualification / experience in supporting children in social and emotional health and well-being</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience and positive impact in working with primary ages children</li> <li>• Experience of supporting children with social interaction and development</li> </ul>	<ul style="list-style-type: none"> <li>• Working within a school environment.</li> <li>• Working in accordance with school policy and procedures.</li> <li>• Promoting pupils' welfare and education.</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• High standard of spoken English</li> </ul>	
<b>Personal qualities</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• A positive attitude to work.</li> <li>• An enhanced DBS certificate and barred list check.</li> <li>• A good attendance and punctuality record.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Excellent time management and organisational skills.</li> <li>• High expectations of self and professional standards.</li> <li>• The ability to maintain positive and successful working relationships with all school stakeholders.</li> <li>• Flexible and adaptable</li> <li>• High levels of drive, energy and integrity.</li> </ul> <p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>• Able to promote good behaviour consistently.</li> <li>• Able to plan and take control of situations.</li> <li>• Committed to contributing to the wider school and its community.</li> </ul>	
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