



**SOUTH WEST ESSEX**  
COMMUNITY EDUCATION TRUST

## Job Description

### Sports Coach (Primary Schools)





**JOB TITLE:** Sports Coach (Primary Schools)

**REPORTS TO:** Headteacher

**BAND:** Grade B

### **JOB PURPOSE**

To deliver and monitor a co-ordinated programme of high quality, professional sports coaching activities which are progressive and reflective of the needs of pupils in schools and in the local community.

### **KEY CORPORATE ACCOUNTABILITIES**

- Commitment to the Trust and school's vision and values;
- To maintain awareness of and commitment to the Trust's Equality and Diversity in Employment Policy in relation to both, employment and service delivery and to observe of conduct which prevents discrimination taking place;
- To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
- Undertake safeguarding training at least annually, with further updates as required;
- To fully comply with the Health and Safety at Work Act 1974, the Trust's Health and Safety Policy and all locally agreed safe methods of work;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
- At the discretion of the Head Teacher, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

### **PRINCIPAL ACCOUNTABILITIES**

- To prepare and implement well-structured and progressive P.E programmes ensuring a high quality, enjoyable experience centred around the needs of the participants.
- To carry out administrative duties as necessary e.g. maintain accurate attendance registers, to keep records of attainment and progress, carry out risk assessments, etc.
- To deliver CPD for school staff to ensure sustainability of activity and increase the quality of PE and school sport.
- To assist set up and coach at out of school hours sports clubs, encouraging attendance in particular by children who do not usually participate in sport.
- To support work with clubs and other community groups to ensure that pupils are retained in sport through high quality coaching.
- To assist in identifying talented pupils and encouraging further development via a number of different courses/opportunities.
- To be a positive role model, creating a positive and fun environment to motivate and encourage pupils to participate in sport or physical activity.
- To effectively assistance and direct support staff, volunteers and apprentices with sports provision, where appropriate.
- To be committed to continuous professional development relevant to the post and personal training needs supporting future career advancement.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.



***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

I confirm that I have read and understood, and that I accept, the above job description:

Signature: ..... Date: ..... Name in full .....

**Sports Coach (Primary Schools)**

**Person Specification**

<b>General heading</b>	<b>Detail</b>	
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of coaching across the whole primary age range
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and understanding of relevant school procedures
	Literacy	At least English GSCE (A-C) level or equivalent
	Numeracy	At least Maths GSCE (A-C) level or equivalent
	Technology	Knowledge of basic ICT to support learning
<b>Communication</b>	Written	Ability to write basic reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Ability to understand and support children with developmental difficulty or disability
	Curriculum	Good understanding of the school curriculum Knowledge of literacy/numeracy strategies
	Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information Ability to follow instructions accurately
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to support the work of volunteers and other teaching assistants in sports provision
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently



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<b>General</b>	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Good understanding of and commitment to child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role