## JOB TITLE: Lead Sports Coach (Primary Schools)

**REPORTS TO: Head Teacher**

## BAND: Grade C

**JOB PURPOSE**

Responsible for co-ordination and development of school sports activities including sports clubs and local community links across the Trust’s primary schools. To deliver high quality PE and school sports including sports clubs for primary school pupils. To ensure that the sports provision is aligned to and compliments the primary schools’ development plans, enhancing school physical education programmes and activities.

**KEY CORPORATE ACCOUNTABILITIES**

* To actively promote the Trust’s Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.
* To maintain awareness of and commitment to the Trust’s Equal Opportunity Policies in relation to both employment and service delivery.
* To fully comply with the Health and Safety at Work Act 1974 etc, the Trust’s Health and Safety Policy and all locally agreed safe methods of work.
* At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.
* To work with colleagues to achieve service plan objectives and targets.
* To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

**PRINCIPAL ACCOUNTABILITIES**

* To lead the sports coach team.
* In liaison with the Head Teacher, design and implement a broad, balanced, and inclusive sports curriculum for all pupils.
* To monitor and support overall progress and development of pupils and therefore contribute to raising standards of student attainment within sport.
* To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
* To coach pupils according to their educational needs.
* To assess, record and report on the attendance, progress, development and attainment of pupils with sport and to keep and provide records as required.
* To prepare and, in liaison with the Head Teacher, update PE materials.
* To coordinate and deliver after school and holiday sports club provision.
* To communicate effectively with parents/carers/guardians as well as external agencies where appropriate and to follow agreed communication procedures.
* To take part in open evening and parents’ evening as appropriate.

Strategic planning:

* Work with the Head Teacher to develop and implement a PE and school sport strategy as part of the schools development plans.
* Collect and collate evidence from the primary schools that will contribute to the monitoring and evaluation of highly effective PE provision and sports clubs.

School liaison:

* Work effectively with primary Head Teachers and relevant partners.
* Support the sharing of good practice across the family of schools.
* Develop and implement a programme of events and competitions.
* Make effective use of resources and facilities across the family of schools.

Out of school hours learning:

* Devise and manage opportunities for pupils to engage in out of school sports programmes – after school and holiday clubs.
* Link the out of school learning programmes to the sports funding development plan.
* Identify resources, tools and other partners to support and enhance the out of school sports learning programmes.
* Enable pupils to take greater responsibility as appropriate in planning, organising and running sports out of school learning programmes.

School to community links:

* Establish and develop sustainable links with local sports clubs and other community providers as appropriate and agreed with the Head Teacher.
* Encourage and support young people to access local sports clubs and community provision.
* Make effective use of community providers to support and enhance school sport provision across the Trust.
* Work with local sports partnership, governing bodies of sport and sports clubs to improve and promote their provision for our pupils.

Coaching and leadership:

* To develop, deploy and support our pupils as young coaches and sports leaders within our family of schools.
* Identify and utilise resources, tools and partners to support the development and deployment of young sports leaders.
* Identify links between the development of young sports leaders and the broader education of young people.
* Monitor effective use of qualified coaches in support of school sports programmes.
* Monitor the ability of coaches, leaders to work appropriately with young people in a school based setting.

Raising standards:

* Develop and implement a school sports programme across the primary schools that is inclusive of all young people.
* In conjunction with other partners, identify, support and develop talented young performers.
* Work with the Head Teacher to monitor and evaluate the impact of PE and school sport in raising whole school standards.

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 ………………..

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| **General heading** | **Detail** |  |
| **Qualifications & Experience** | Specific qualifications & experience | Proven coaching experience; establishing, delivering and coordinating coaching programmes for primary aged children  Knowledge of the monitoring, assessment, recording and reporting of pupils’ progress  Level 2 NGB qualification in at least one sport recognised by Sport England |
| 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 |
| **Communication** | Written | Ability to write basic reports |
| Verbal | Ability to use clear language to communicate information unambiguously  Ability to listen effectively  Working in partnership with parents |
| Languages | Overcome communication barriers with children and adults |
| Negotiating | Consult with children and their families and carers and other adults |
| **Working with children** | 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 |
| **Working with others** | 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  Ability to develop strategies for creating community links |
| Information | Know when, how and with whom to share information  Ability to follow instructions accurately |
| **Responsibilities** | Organisational skills | Good organisational skills  Ability to remain calm under pressure  Knowledge of the theory and practice of providing effectively for the individual needs of all students |
| 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 |
| **General** | 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 |