**Killinghall Primary School**

**Outline Job Description**

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| **Post Title:** | **PE & SPORTS COACH** |
| **Post Ref:** | **PE & SPORTS COACH** |
| **Grade:** | **SO1, Band 8 scp 17 to 25** |

**Generic Introduction:**

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Killinghall Primary is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment and access to the Council Services.
4. Killinghall Primary is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Prime Objectives of the Post:**

* To deliver high quality PE and school sport within and beyond the curriculum.
* To promote PE, school sport and physical activity to raise attainment and good health.
* To support colleagues in the delivery of collaborative teaching and learning within and beyond the curriculum.

**EFFORT DEMANDS**

* Will contribute to the overall ethos/work/aims of the school.
* Will appreciate and support the role of other professionals.
* Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.

**SUPERVISION AND GUIDANCE:**

To work under the guidance of senior staff.

**Main duties**

* Planning and delivering EYFS physical education.
* To deliver the KS1 and KS2 physical education programme.
* To be responsible for planning, delivering and monitoring a co-ordinated programme of activities to include games, dance, swimming, gymnastics, athletics and outdoor activities.
* To work with Senior Leaders to organise the annual residential trips.
* To develop and deliver a range of high quality support and physical activity opportunities to our children in an engaging and progressive manner, inc. bikeablity.
* To significantly increase the number of children involved in after school clubs.
* To broaden the range of sports and activities on offer to children.
* To provide high quality coaching and physical activity programmes to support the delivery of sports days, festivals and inter school sport.
* To deliver physical activity programmes for targeted groups of children within and beyond the curriculum.
* To promote training for children and staff in leading playground activities.
* Organise training for all teaching staff, TA’s and lunchtime staff.
* To promote physical activity and healthy lifestyle to the whole school community with

a view to lifelong physical activity.

* To lead the delivery of before and after school clubs.
* To conduct risk assessments at venues as and when required and complete online Evolve forms when necessary.
* To attend relevant training courses to facilitate continued professional development and to use this knowledge to contribute to improving the quality of delivery inc. Forest Schools.
* To liase with any selected partner and ensure that the school participates in as many events as possible.
* To ensure that positive measures are implemented to encourage the participation of disadvantaged groups of children.
* To assist with appropriate monitoring and evaluation procedures to ensure the quality of PE provision is raised to the highest standards.

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* Responsible for completing annual action plans, audits, end of year reports and governor reports.
* To attend internal and external meetings as and when required.
* To order, store and prepare team kits for inter-school sports events.
* To monitor, replenish and store PE equipment.
* To co-ordinate parental approval, transport and communication with parents when children are involved in out of school events.
* To co-ordinate with senior staff and deliver the school's annual sports days.
* To ensure contacts are made with outside sporting bodies to enable signposting opportunities are made available to specific groups or individuals.
* Setting up and management of a schools sports council.
* To develop and deliver activities outside normal term time. (See Special Factors).

## Special Factors:

* The nature of the work may involve the post holder carrying out work outside the total weekly hours. Where this is the case overtime will be paid at time and a half during term time.
* Mini bus driving. ,

**Fluency Duty**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

Intermediate Threshold Level

The post holder should demonstrate:

* They can express themselves fluently and spontaneously with minimal effort and,
* Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

**Special Conditions of Service:**

* No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

**Other considerations**

* To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school’s nominated Child Protection Co-ordinator or the Headteacher.
* Ensure the safety of all pupils in the school learning environment both indoor and outdoor.
* Carry out risk assessments in consultation with the teaching staff prior to activities and at venues when required.
* Promote learning opportunities that raise awareness re: How to Keep Safe.
* To attend relevant training courses to facilitate continued professional development

and to use this knowledge to contribute to improving the quality of delivery.

* To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
* Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
* Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act.
* Must be legally entitled to work in the UK.

**PERSONNEL SPECIFICATION:**

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|  | **ESSENTIAL (E)/DESIRABLE (D)** |
| **Experience:** | * Minimum of one years’ experience of sports coaching in a sports/activity setting. (E) * Ability to organise, plan, deliver and evaluate sporting activities and sessions. (E) * Organising sports competitions. (E) * Experience of working in a team situation. (E) * Experience of working with pupils with additional educational needs and more able special educational needs. (D) * Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level * Driving school minibus (D) |
| **Qualifications/**  **Training:** | * 5 GCSE qualifications including Maths and English or equivalent (E) * Level 2 coaching qualification (E) * Primary P.E. Specialism – Foundation Level (D) * Sports related degree (D) * First aid qualification. (D) * Forest L3 practitioner (D) * Evidence of further training/development and/or willingness to participate in further training and development opportunities (D) * Driving licence - to be able to drive school minibus (D) |
| **Knowledge/ Skills:** | * Ability to organise, plan, deliver and evaluate sporting activities and sessions. (E) * Will possess a full working knowledge of the School’s relevant policies/procedures/codes of practices with an outline understanding of relevant legislation. (D) * A working knowledge of current sporting legislation, initiatives and programmes (E) * Knowledge of childcare with an understanding/awareness of the principles of child development and learning processes as appropriate. (E) * Good organisational, planning and problem-solving skills with the ability to work proactively and independently (E) * Strong communication and interpersonal skills. (E) * Exercise advisory, guiding, negotiating and persuasive skills at a developed level. (D) * Good ICT skills. (D) * Ability to use relevant equipment/resources. (E) * Ability to self-evaluate learning needs and actively seek new learning opportunities. (E) * An understanding of the needs of a multicultural society. (D) * An understanding of the issues relating to pupils who have additional learning needs, more able and special educational needs. (D) * Knowledge of Behaviour Management. (E) * Knowledge and commitment to schools Equality policy. ( D) * Knowledge of Health and Safety requirements. (E) * Ability to relate well to pupils and adults. (E) * Ability to work constructively as part of a team with a willingness to share knowledge, expertise and experience. (E) * Ability to remain calm under pressure; prioritising conflicting demands. (E) * Demonstrate a commitment to working with children of the relevant age. (E) * Demonstrate good co-operative, interpersonal and effective listening skills. (E) * Maintain confidentiality in matters relating to the school, its pupils, parents or carers. (E) * Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change. (E) * Ability to cope with the requirements of the post, which will include working with pupils who have emotional/ behavioural/physical difficulties. (E) * In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level. (E) |

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Headteacher Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chair of Governors Date \_\_\_\_\_\_\_\_\_\_\_\_