GRAVENEY TRUST

DURATION: 1 Year Fixed Term

POST: Sports Coach (PE/PPA Cover)

LOCATION: Franciscan Primary School

GRADE: Unqualified Teacher Scale

ACCOUNTABLE TO: Headteacher, Deputy Headteacher

Duties and responsibilities together with competencies and skills required of the post-holder are set out below.

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document and the National Standards for Teachers which should be read in conjunction with this document.

**General description of the post**

To deliver high quality PE and school sports including sporting opportunities for primary pupils. To be responsible for co-ordination and development of school activities and local community links. To ensure that the development of PE complements and enhances school physical education programmes and school development plans.

**Outcomes**

**1. Achievement and Standards**

**Duties and responsibilities:**

**Raising standards:**

* Implement a school sport programme across the school that is inclusive of all pupils
* In conjunction with other partners, identify, support and develop talented pupils
* Work with senior leaders to monitor and evaluate the impact of PE and school sport in raising whole school standards.
* Establishing clear targets for achievement track and evaluate progress of pupils

**Knowledge, skills and competencies required:**

* Holds positive values and attitudes and adopt high standards of behaviour in their professional role.
* Provides pupils, colleagues, parents and carers with timely, accurate and constructive feedback on pupils’ attainment, progress and areas for development.
* Supports and guides pupils so that they can reflect on their learning, identify the progress they have made, set positive targets for improvement and become successful independent learners.

**2. The quality of provision**

**Duties and responsibilities:**

**Provision:**

* PE – teach PE across the school.
* Manage PE Apprentice and other departmental Support Staff
* Run lunchtime and after school clubs in agreement with After School Clubs Coordinator
* Organise and coordinate sports tournaments in and outside school.
* Ensure that the curriculum is differentiated to mean that tasks and activities are matched to the ability of the children and henceforth allowing them to make progress at the right pace and level.
* Work with school leaders to track the progress of individual children and intervene where pupils are not making progress. Implement Individual Education Plans as appropriate.

**School liaison:**

* Negotiate effectively with relevant partners and outside bodies
* Support the sharing of good practice across the school
* Develop and implement a programme of events and competitions across the school and other schools
* Make effective use of resources and facilities in the school

**After School Activities:**

* Run After School Clubs
* Develop the programme of intra-school competition
* Make effective use of resources to deliver and support After School Clubs
* Enable pupils to take greater responsibility in planning, organising and running out of school learning programmes.

**School to community links:**

* Sustain and develop links with local schools
* Encourage pupils to access local sports clubs and community provision

**Knowledge, skills and competencies required:**

* Plan and teach well-organised lessons and sequences of lessons across the age and ability range.
* Build on prior knowledge, develop concepts and processes and make adaptations to suit the learners needs

**3. Leadership and Management**

**Duties and responsibilities:**

**Strategic planning:**

* Work with the senior leaders to develop and implement a PE and school sport strategy as part of their school development plan
* Effectively implement school development plan in relation to PE
* Collect and collate evidence that will contribute to the monitoring and evaluation of the programme

**Coaching and leadership:**

* Identify and utilise resources, tools and outside partners to support the development of pupils
* Monitor effective use of qualified coaches in school (as required)

**General**

* Make a contribution in actively promoting equality and diversity at School and further develop a culture of achievement and high expectation
* Assist the Headteacher and governors in responding to local and national drivers affecting the School;
* To fully participate in CPD activities
* Ensuring that the Headteacher and Leadership team are routinely well informed about teaching plans, priorities and pupil progress toward their agreed targets
* Write an action plan detailing priorities for the year and how they will be met
* Participate in Performance Management arrangements.
* To undertake any other duties as directed by the Head teacher.

**Knowledge, skills and competencies required:**

* Makes effective personalised provision for those they teach, including those for whom English is an additional language or who have special educational needs or disabilities, and promote equality and inclusion in their teaching
* Knows the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children

**Other Responsibilities**

Undertaking other duties, which may be reasonably assigned by the Headteacher to ensure the smooth running of the school. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

**CHILD PROTECTION**

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Education Act 2002 and working together in relation to child protection and safeguarding children and young people as this applies to the postholder’s role within the school.

To also be fully aware of the principles of safeguarding as they apply to children and young people in relation to the postholder’s role.

To ensure that the postholder’s line manager is made aware and kept fully informed of any concerns which the postholder may have in relation to safeguarding and/or child protection.