**Hotham Primary School**

**Job Description**

PE and Sports Coach (Unqualified Teachers Pay Scale)

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

**Main purpose**

The PE and Sports Coach is responsible, under the direction of the senior leadership team, for:

* Delivering Physical Education (PE) lessons for whole classes across the school;
* Supporting the school by attending sporting events with groups and classes of children;
* Working alongside the PE Curriculum Lead to plan, promote and develop the wider development of PE and Sports across the school.

**Areas of Responsibility and Key Tasks**

**Teaching and Learning**

* Plan and deliver high quality PE lessons based on the primary national curriculum and school long and medium-term planning frameworks.
* Cover occasional lessons in other curriculum subjects as required.
* Identify clear teaching objectives and specify how they will be taught and assessed.
* Set tasks which challenge pupils and ensure high levels of interest.
* Set appropriate and demanding expectations.
* Demonstrate an informed and inclusive approach to teaching and learning by adopting relevant strategies to support all pupils including, where appropriate, those with special educational needs and disabilities (SEND).
* Use effective behaviour management strategies consistently in line with the school’s policies and procedures.
* Monitor and record the progress of individual children in accordance with school policies procedures.
* Report progress of pupils to class teachers and parents both informally and formally (for example, within school reports).
* Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
* Evaluate own teaching critically to improve effectiveness.

**Additional Sports Provision**

* Organise/attend sporting events in a range of sports with groups of pupils in and out of school time as required.
* Liaise with other schools in relation to sporting events.
* Support and encourage intra and inter school competitive opportunities for all children.
* Monitor the provision of in school sports coaching by external providers.
* Oversee the school’s swimming provision and accompany pupils to the pool as required.
* Alongside the PE Curriculum Leader, plan, resource and run the annual school Sports Day.

**PE and Sport across the School**

* Support the PE Curriculum Leader in their role as required.
* Advocate the role of physical education and sport in raising whole school standards.
* Play a role in contributing to the longer-term planning, promotion and development of PE and Sport in the school.
* Promote and encourage a healthy lifestyle for pupils, through active travel and healthy eating.

**Working with colleagues and other relevant professionals**

* Communicate effectively with other staff members and pupils, and with parents and carers.
* Communicate their knowledge and understanding of pupils to other school staff regarding wellbeing, progress and attainment, so that informed decision making can take place on intervention and provision.
* Understand where role sits within the school and work collaboratively with classroom teachers and other colleagues, including external coaches.
* Collaborate and work with colleagues and other relevant professionals within and beyond the school.
* Develop effective professional relationships with colleagues.

**Whole-school organisation, strategy and development**

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision.
* Make a positive contribution to the wider life and ethos of the school.

**Health and safety**

* Promote the safety and wellbeing of pupils, and help to safeguard pupils’ well-being by following the requirements of Keeping Children Safe in Education and our school’s child protection policy.
* Support pupils who are unwell or injured, and provide first aid (after appropriate training).

**Professional development**

* Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
* Take part in the school’s appraisal procedures.

**Personal and professional conduct**

* Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
* Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
* Respect individual differences and cultural diversity.

The PE and Sports Coach will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

**Hotham Primary School**

**Person Specification**

PE and Sports Coach (Unqualified Teachers Pay Scale)

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Hold a recognised teaching or NVQ Level 2 (or equivalent) coaching qualification | ✓ |  |
| GCSEs at grades 9 to 4 (A\* to C) including English and Maths  | ✓ |  |
| Excellent literacy and numeracy skills | ✓ |  |
| Satisfactory DBS and safeguarding checks | ✓ |  |
| **Experience** |  |  |
| Experience delivering PE and Sports provision within a school setting | ✓ |  |
| Experience working with children in the primary school age range | ✓ |  |
| Experience and involvement in a range of sporting activities | ✓ |  |
| Experience of organising sporting competitions and events | ✓ |  |
| Experience of working successfully as part of a team | ✓ |  |
| **Professional Knowledge, Understanding and Skills** |  |  |
| Understanding of the Primary National Curriculum for Physical Education | ✓ |  |
| Understanding of the wider Primary National Curriculum | ✓ |  |
| Knows what constitutes quality and high standards in teaching and learning to raise standards and pupil outcomes | ✓ |  |
| Able to plan lessons effectively, using pupils’ prior learning and areas for development as a starting point | ✓ |  |
| Understands the principles of inclusion and is able to adapt practice to include the needs of all learners | ✓ |  |
| Able to use assessment information to provide feedback, plan next steps and improve outcomes for pupils | ✓ |  |
| Understands the principle of Equality of Opportunity | ✓ |  |
| Understands and shows a commitment towards safeguarding, child protection and wellbeing | ✓ |  |
| **Specific Skills and Abilities** |  |  |
| Good ICT knowledge and skills and an ability to use technology to enhance the learning and teaching of all subjects | ✓ |  |
| Basic knowledge of first aid (or ideally, qualification) |  | ✓ |
| Able to communicate effectively (both orally and in writing)  | ✓ |  |
| Demonstrates a willingness to share good practice across the school  | ✓ |  |
| Has a good working knowledge of the French language |  | ✓ |
| **Personal Qualities** |  |  |
| Understands the school aims and values, and has a genuine desire to promote these | ✓ |  |
| High expectations of themselves and the children they work with | ✓ |  |
| Good interpersonal skills, with the ability to enthuse and motivate children  | ✓ |  |
| Able to establish and develop close relationships with parents, staff and the community | ✓ |  |
| Has a flexible approach to work and is a proactive team member who shows respect for their colleagues | ✓ |  |
| Able to manage own work load effectively  | ✓ |  |
| Shows an openness and willingness to constantly improve, building upon feedback and demonstrating the drive to be an outstanding practitioner | ✓ |  |