LONDON BOROUGH OF NEWHAM **JOB DESCRIPTION**

Title of Job: Sports Coach

Section: School
Scale: 3

JOB DESCRIPTION

Person Reports To: Deputy Head

Person Supervises: No supervisory responsibility

Purpose of Job: To provide sports lessons for whole classes and support the school in attending sporting events out of school hours and providing after school sports activities for groups of pupils.

Equal Opportunities: The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

Duties and Responsibilities

Professional Standards

1. To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners.

2. To demonstrate and promote the positive values, attitudes and behaviour expected from the pupils at all times.

3. To work collaboratively with colleagues, and carry out your role effectively, knowing when to seek help and advice.

4. To liaise sensitively with parents and carers, recognising their roles in pupils' learning.

5. To improve your own practice, including through observation, evaluation and discussion with colleagues.

Planning and Expectations

1. To plan and prepare lessons effectively according to policy.

2. To plan effectively to meet the diversity of pupils' needs and interests.

3. To plan your lessons to ensure the teaching assistants are used effectively in your lessons.

4. To plan how you will provide feedback to pupils and colleagues on pupils' learning and behaviour.

5. To plan and select carefully the resources required to meet the diversity of pupils' needs and interests.

6. To plan for opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures.

Monitoring and Assessment

1. To evaluate pupils progress through a range of assessment activities.

2. To monitor pupils' responses to learning tasks and modify your approach accordingly

3. To monitor pupils' participation and progress and giving constructive support to pupils as they learn.

4. To contribute to maintaining and analysing records of pupils' progress.

5. To assess the development, progress and attainment of pupils.

Teaching and learning Activities

1. To undertake the following duties with minimal supervision, demonstrating a thorough knowledge of the work areas and a degree of independence of action and initiative.

2. To provide sports lessons based on the national requirements within PE to whole classes with the support of another adult present.

3. To assist in monitoring and recording the progress of individual pupils in accordance with school procedures ad reporting to the class teacher.

4. To give oral and written feedback to pupils on their attainment in order to promote further progress.

5. To assist the teacher in setting appropriate learning and behaviour expectations of pupils and supporting pupils appropriately to achieve these.

6. To provide after school sports activities for groups of pupils.

7. To attend sporting events with groups of pupils in school time and out of school time as required.

8. To liaise with outside agencies in relation to sporting events.

9. To liaise with the deputy head in relation to timetables for PE lessons.

10. To work alongside other adults, including teachers, trainee teachers and other support staff.

11. To attend training sessions relevant to the post.

12. To support the school in promoting sports.

13. To be flexible with working hours in order to support out of hours learning (including holiday periods).

14. To take part in in-service training, relevant performance management arrangements and other meetings as directed in normal contracted working hours; to be conversant with school policies and procedures.

15. To maintain confidentiality at all times with regard to all aspects within the school.

16. Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the teacher/Head Teacher.

Person Specification for the post of Sports Coach

These are the criteria upon which the selection process will be based. At each stage of the process the merits of each applicant will be assessed to determine how far the criteria have been matched. These stages are:-

A) Short listing by the selection panel.
B) Interview by selection panel.

	Factor		Requirement
1.	Education, Training and Qualifications:	1.	To have a qualification at minimum Level 2 in the National Qualification Framework in English and Mathematics.
		2.	Hold a minimum Level 3 qualification in a sport related discipline / coaching role.
2.	Experience:	1.	Experience of working with young people.
		2.	Experience of advancing pupils' learning in a range of sporting activities.
3.	Knowledge and Understanding:	1.	To have sufficient understanding of your specialist area to support pupils' learning, and be able to acquire further knowledge to contribute effectively and with confidence to the lessons in which they are involved.
		2.	To be familiar with the school curriculum, the age-related expectations of pupils, the main teaching methods and expectations of progress in the subjects and age ranges in which you are involved.
		3.	To know the key factors that can affect the way pupils learn.
		4.	To know the legal definition of Special Educational Needs (SEN), and be familiar with the guidance about meeting SEN given in the SEN Code of Practice.
		5.	To know a range of strategies to establish a purposeful learning environment and to promote good behaviour.
		6.	Have high expectations of all pupils; respect their social, cultural, linguistic, religious and ethnic backgrounds; and show commitment to raising their educational achievement.
4.	Commitment to and understanding of:	1.	The Equal Opportunities practice throughout the school including the Authority's policy of inclusive education.