**Sports Coach – Job Description**

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| **Job Title:** | Primary Sports Coach  |
| **Salary:** | Grade D on the NJC Pay Scale (Part time) |
| **Responsible to:** | Principal; PE Subject Lead Coordinator |
| **Date of Job Description:** | January 2019 |

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| **Purpose of the Role:** |
| * Supporting the PE subject leader in delivering high quality physical education for all students.
* Ensuring a purposeful, positive and disciplined culture with high participation and attainment.
* Supporting the PE subject leader in ensuring that an engaging programme of extracurricular activities is provided to students and assisting and acting as a coach/referee for inter-school competitions.
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| **Main Tasks and Responsibilities:** |
| ***General Duties***1. To act in accordance with the academy’s Policies and Procedures.
2. To act as a role model, to encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within our academy.
3. To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day.
4. To adhere to FCAT’s Safeguarding Policy and Procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
5. To contribute to the provision of an effective environment for learning and play.
6. To support the promotion of positive relationships with parents.
7. To attend skill training inset if required.
8. To take care for your own and other people’s health and safety in line with academy and FCAT policies and procedures.

***Main Duties***1. To assist in planning and delivery of effective and inclusive PE lessons; to maintain and further develop high standards of professional practise in PE and extracurricular sessions.
2. Contribute to planning learning activities with the teacher, writing evaluations as required
3. Select and adapt appropriate resources / methods to facilitate agreed learning activities
4. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils
5. Assess, record and report on development, progress and attainment as agreed with the teacher
6. To monitor and evaluate pupil responses, learning achievements and standards in PE, ensuring high attainment and progress of pupils throughout the academy and drawing any problems which cannot be resolved to the attention of the PE subject leader.
7. Communication with pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary
8. Support pupils in social, health and emotional well-being, reporting problems to the teacher as appropriate;
9. To undertake lunchtime supervision of the outside sports facilities and activities.
10. To transfer information to databases from teacher assessments
11. Maintenance of equipment, store cupboards and notice boards including electronic notices
12. To help with the promotion of the academy and PE department
13. Completion of annual equipment audit, including up to date lists of all PE resources.
14. Ordering of equipment and PE related items where directed and agreed by the PE subject leader
15. To liaise with other schools including the organisation of school sports fixtures, hospitality, tournaments and events.
16. Assist the PE subject lead in meeting and greeting other schools and visitors on their arrival and escort them to their designated seating area for events.
17. To manage and liaise awards and presentation events for the academy
18. To maintain first aid boxes within the PE area
19. To prepare and launder academy sports kits where necessary, and as directed
20. Assisting with the production of letters to parents.
21. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists
22. To carry out efficiently and effectively administrative/organisational tasks allocated.
23. Demonstrate own duties to new or less experienced staff
24. Any other tasks as reasonably requested by senior colleagues.

**Acting as a Coach for extracurricular activities:** * Conducting a daily Health and Safety check of the teaching area, to ensure safety before commencing with activities.
* Organising and setting up the Sports Hall/playground ready for activity, as directed.
* Lead in warm up activities and teaching activities.
* Referee/umpire and score small sided games as necessary.
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