

## Role Profile: Sports Coach

### Purpose

Suitable for those looking to gain experience before training to teach, working with children within an outstanding faculty for Sport and PE

- To assist the department in its day to day running, providing administrative and technical support for the PE Faculty.
- To provide additional supervision to raise standards in teaching, learning and attainment whilst creating further opportunities for children to participate in physical activity.

### Key Accountabilities

The Sports Coach will be expected to:

#### Coaching Programme

- plan, coach, umpire and assist with curricular and club sessions throughout the year for pupils of all ages and abilities. The role will require some weekend commitment.
- help ensure that pupils are taught according to their individual needs and abilities so that they develop at their own pace.
- adopt an approach that engenders enthusiasm and raises the aspirations of all students to support the creation of a culture of excellence within Akeley Wood School.
- make a positive contribution to the coaching of one or more of the following areas: rugby, football, hockey, and netball, whilst being able to support the delivery of summer sports such as rounders, cricket, athletics, and Tennis.
- be responsible for individual teams on match days and undertake officiating duties as required.
- carry out appropriate sports monitoring and physical profiling of athletes to inform training prescription, set physical targets and provide information and feedback to pupils and coaches.
- contribute to the development of the curriculum, and teaching and learning materials within the faculty.
- act as an appropriate sporting role model for all Akeley Wood School students.

## Administrative Responsibilities

- Arranging/confirming fixtures and produce fixture lists.
- Answering telephone and relaying messages.
- Liaise with grounds staff, transport, medical, catering and other operational departments to fulfil fixture organisation and delivery.
- Helping with the organisation and running of events such as primary school events, sports presentation evening, sports days , inter-school competitions and open events.
- Participate and take minutes in departmental meetings.
- Preparing letters/emails to parents, other schools and outside agencies.
- Creating and updating information display boards around the school.
- To undertake safety checks as required and comply with the requirements of Health and Safety and other relevant legislation and school documentation. This includes carrying out appropriate risk assessments for practical activities.

## Resources and Equipment Responsibilities

- To prepare equipment for sporting fixtures – to include first aid kit collection, and washing and drying of team kit.
- To audit, clean, maintain new and existing PE equipment.
- Assist the Subject Leader with ordering and keeping an inventory of all equipment.
- Maintain all sports equipment and ensure that the storage rooms are kept clean and tidy, and that equipment is stored in a safe and orderly fashions when not in use.

## Public Relations

- Work with other Akeley Wood School staff to promote the profile of sport at AWS and the profile of sport in general.
- Keep up to date with developments in coaching, PE and athletics development generally.
- Contribute to the sharing of teaching and coaching ideas and skills within the coaching/teaching community at AWS.
- Any other reasonable activities as requested by your line manager from time to time.

## Additional Opportunities

It is expected that the post holder will seek to extend their portfolio of coaching and umpiring awards and AWS will provide financial and time support for this CPD.

Contribute the school's programme of extra-curricular activities and fixtures.

To cover lessons when necessary as per school requirements to safeguard and enhance student learning.

For the suitable candidate there may be the option of undertaking a PGCE course alongside the role. This would have to be funded by the candidate, but all mentoring support would be provided.

It is recognised that coaches working at this level may have links with representative squads. This is seen as advantageous as long as it does not interfere with the work as defined.

It will be necessary to work outside normal office hours including some work in the evenings and at weekends.

The post holder will be expected to be familiar with the School's Safeguarding policy and comply with its requirements to safeguard and protect the welfare of children.

As well as those duties outlined above, the post holder is expected to perform any other tasks reasonably assigned by the Head of Faculty for Sport and PE..

This job description will be subject to review/amendment during the appraisal procedure by agreement between both parties in accordance with established practice.

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of current coaching and training processes</li> </ul>	

	<ul style="list-style-type: none"> <li>• Excellent oral communication skills, especially in relation to children and young people</li> <li>• Ability to supervise and manage groups of children – and young people with confidence</li> <li>• A positive attitude towards children and young people including the ability to demonstrate and promote positive values, attitudes and behaviour</li> <li>• Self motivated and resilient with the ability to work under pressure in a busy school environment</li> <li>• Ability to work successfully both independently and as part of a team.</li> <li>• Good judgement and knowing when to seek advice and support</li> <li>• IT Skills necessary for analysis, report writing and general communication</li> <li>• Ability to form and maintain good relationships with pupils, colleagues and parents</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A sport science or related degree or similar</li> <li>• Competent user of ICT to support, pupil assessment and record-keeping.</li> <li>• A range of playing experience in a variety of sports</li> <li>• A range of coaching qualifications but specifically in netball</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching qualifications in summer sports e.g., cricket, rounders, tennis</li> <li>• Umpiring qualifications in hockey, rugby or netball</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in the design and delivery of coaching sessions for performers aged between 11-18</li> <li>• Experience of working in an educational environment</li> <li>• Experience of working with boys and girls</li> <li>• Experience of supervising groups of children or young people</li> <li>• A positive interest in working in a care environment</li> <li>• Previous experience of using Microsoft Office (Word, Excel, Access and Power point). ISAMS</li> </ul>	
<b>Training</b>	<ul style="list-style-type: none"> <li>• The desire to develop new skills through in-service training</li> <li>• To be a First Aider or become a First Aider – training available</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to the safeguarding of children</li> <li>• Willingness to work irregular hours as necessary</li> <li>• To observe the School’s Equal Opportunities policy at all times</li> <li>• A full, clean driving licence due to location</li> </ul>	

**Key Stakeholders:**

**Internal** – All School non/Teaching employees, Pupils

**External** - Education Establishments, Parents

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

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To be signed and dated by employee:

**Signed:** .....

**Name (print):** .....

**Date:** .....