



Job Description			
Job Title	Sports Coach	Date Created	June 2020
Author	Jo Evans	Level	5

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

Outline Description of Role
The post holder is responsible for leading and co-ordinating daily and weekly creative and/or sports activities in schools.

Responsibilities	
1.	To support student learning and work during lessons and activity/sports sessions, whether on an individual or group basis.
2.	To deliver elements of the curriculum programmes.
3.	To ensure the health, safety and welfare of pupils engaging in activities sports including undertaking risk assessments, ensuring appropriate supervision is in place, conducting H&S checks, etc.
4.	To support pupils during off-site/residential education opportunities (this many include minibus driving).
5.	To liaise with parents, career link staff and multi-agency staff as appropriate.
6.	To support strategies for non-attendance by liaising with parents and colleagues and actioning as necessary.
7.	To undertake team meetings, appraisals and training as and when necessary.

Duties	
8.	Undertake such other duties as reasonably correspond to the general character of the post and commensurate with being a member of the Claycots School leadership team.
9.	Contribute to and exemplify the values of Claycots School. The post-holder will be expected to comply with any reasonable request from the Head Teacher and Business Manager to undertake work of a similar level that is not specified in this job description. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
10.	Understand and comply with the Support Staff Standards at all times.
11.	Actively promote the inclusion of all children into whole school activities.
12.	Actively seek opportunities for professional development.
13.	Be aware of and respect all children's religious beliefs and cultures.
14.	Support, promote and comply with decisions and policies agreed by the SCT and the governing body.
15.	Develop effective, professional working relationships with colleagues



16.	Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.
17.	Undertake a 30-minute duty each week.

Compliance	
18.	During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Claycots School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.
19.	During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.
20.	In accordance with the School's commitment to follow and adhere to the latest update of the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school. You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have satisfactory Enhanced CRB clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times
21.	The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.
22.	No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Claycots School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.



Person Specification			
Job Title	Sports Coach	Job Holder	
Author	Jo Evans	Date Created	June 2020

This person specification defines the type of person required, and describes the essential and desirable skills, knowledge, qualifications, specific conditions and competencies required to undertake the duties of the job description.

Items marked as 'E' (Essential) must be demonstrated on the application form and/or at interview, as indicated below. Failure to do so is likely to result in the application in question being omitted from a short list for interview.

Items marked as 'D' (Desirable) may form the basis for selection and should be demonstrated if possible in the application form ('A') and / or at interview ('I') as indicated below.

Outline of Key Abilities
The post holder is responsible for leading and co-ordinating daily and weekly creative and/or sports activities in schools.

Key:
E – Essential Process D – Desirable A – Application Form I – Interview

Qualifications	E	D	A	I
1. To hold or be working towards a recognised teaching, youth work and/or NVQ Level 2 (or equivalent) coaching qualification.	✓		✓	✓

Knowledge & Understanding	E	D	A	I
Able to evidence and apply up to date secure knowledge and understanding of:				
1. Proven ability to use MS Office (Word & Excel) effectively.		✓	✓	
2. Able to monitor, prioritise and review own work.	✓	✓		✓

Skills	E	D	A	I
1. Ideally the post holder will hold current valid UK/EU driving licence with D1 Category valid for driving a minibus.		✓	✓	
2. Ability to use initiative and solve problems/handle difficult situations as they arise.		✓		✓
3. Demonstrate professional and personal flexibility to ensure most appropriate delivery to the school and parents and pupils.	✓		✓	



Experience		E	D	A	I
1.	Ideally experience of working with young people experiencing social, emotional and behavioural difficulties.	✓			
2.	Able to develop and use strategies to improve young people's self-esteem and confidence through a co-ordinated sports programme.		✓		✓✓
3.	Able to work effectively and flexibly as part of a team.	✓			✓
4.	Able to access and review young people and family circumstances, drawing on teaching and support staff/external advice where necessary.		✓		✓

Personal Attributes		E	D	A	I
1.	High levels of honesty and integrity and a highly ethical approach to all aspects of the role	✓		✓	✓
2.	Have a passion for and relentless determination that every child develops and succeeds	✓		✓	✓
3.	Have high standards in terms of attendance, punctuality and meeting deadlines	✓		✓	✓
4.	Adaptability to respond appropriately to challenging situations.	✓		✓	✓
5.	Demonstrate a positive approach with enthusiasm and maintain appropriate professional boundaries in relationships with children.	✓		✓	✓
6.	Committed to safeguarding and promoting the welfare of children and successfully DBS cleared.	✓		✓	✓