

THE FEDERATION OF TOWERS SCHOOLS

Job Profile

Job Title: Sports Coach

Grade: Grade 4

Responsible to: Head Teacher

Liases with: (Class teachers)

Job Purpose and Content

- ◆ To deliver learning using specialist knowledge.
- ◆ To maintain the positive ethos and core values of the school, both inside and outside.
- ◆ To contribute to constructive team building amongst teaching and non-teaching staff, parents and governors.

The Sports Coach is a member of a team of practitioners responsible for the education and care of the children in the school. S/he is involved in contributing to the teaching and learning programme in line with the aims and objectives of the school.

The Teacher and Sports Coach work as a team being 'partners' in providing activities for children's learning and supporting their independence as learners.

The Sports Coach works under the direction and control of the head teacher. They will be expected to work with little or no direct supervision and will be expected to use their own initiative to organise activities and tasks. They will use initiative and contribute to creating a stimulating and purposeful learning environment.

Principal Responsibilities

1. Support for pupils:

- a) supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical, emotional, social and educational development as directed by the class teacher
- b) recognise uncharacteristic behaviour patterns in individual and/or groups of children and report these promptly to the class teacher
- c) contribute to discussions about the progress of individual children and to record observations

- d) supervise children at arrival/departure and at other designated times in the school environment
- e) where necessary, act as an escort on and off school premises and in accordance with the School Visits Policy
- f) be responsible for First Aid (after training) in the event of accident or injury and provide documentation as required
- g) promptly report signs of health problems to the class teacher
- h) provide advice and assistance as required to enable pupils to develop basic hygiene skills, supporting pupils in respecting their own and others' needs relating to health and hygiene matters
- i) provide appropriate levels of individual attention, reassurance and help for pupil(s) needs as identified in Individual Education Plans
- j) support the specific needs of specified pupils – physical, emotional and/or behavioural

2. Teaching Responsibilities

- a) Plan, prepare and set out learning resources and materials, checking their condition, storage and reporting any shortages to the Head Teacher before the beginning of each working day.
- b) help pupils to select equipment and materials relevant to their learning tasks and to use these safely and correctly
- c) support the work of teachers and teaching assistants in training
- d) update individual pupil records, as necessary
- e) ensure that information for the school office is collected, collated and passed on as promptly as possible
- f) provide praise and encouragement to pupils to recognise and promote positive pupil behaviour in accordance with school discipline and behaviour policies
- g) ensure high levels of behaviour in accordance with the school Behaviour Policy
- h) correct behaviour to maintain order and discipline
- i) report uncharacteristic behaviour patterns in individuals and incidents of inappropriate behaviour to the class teacher

3. Support for the school:

- a) attend in-service training as required and meetings, including staff meetings, subject to working hours
- b) adhere to the school's policies and procedures
- c) comply with Health & Safety regulations
- d) comply with the school's requirement for the storage and security of pupil records at all times
- e) maintain confidentiality
- f) take part in the wider life of the school

4. Support for the curriculum

- a) have an in depth knowledge of the teaching and learning objectives as set out in the National Curriculum for PE and plan lessons that are exciting and meet statutory requirements
- b) prepare resources in collaboration with the class teacher in order to deliver the planned curriculum effectively
- c) give support as needed to help pupils develop skills in the use of ICT
- d) actively engage in the delivery of the educational work programmes and activities
- e) assist in the monitoring and evaluation of the daily teaching and learning programme, through discussions with the class teacher and other members of staff. It may also include supporting and guiding teaching assistant staff to deliver this work
- f) assist in the on-going pastoral and academic record of the class by recording observations and discussing these with the class teacher
- g) under the direction of the class teacher help pupils with activities which develop literacy/numeracy skills
- h) respond to pupils' use of home language and local accents and dialects in a manner which values cultural diversity and reinforces positive self images

5. Arrangements for appraisal of performance:

- a) participate in the annual performance review process
- b) participate in a competence review to determine suitability for progression and/or further development needs*

*This would normally take place after the postholder has been in post for 3 or more years and has either completed or working towards the national N/SVQ level 3 Teaching Assistance qualification

ADDITIONAL REQUIREMENTS

Notes:

1. The governing body of The Federation of Towers Schools expects its employees to work flexibly within the framework of the duties and responsibilities specified above.
2. The duties and responsibilities listed above describe the post as it is at present. This job profile may be subject to review as part of the annual Performance Management cycle.
3. This means that the post holder may be expected to carry out work that it not specified in the job profile but which is within the remit of the duties and responsibilities.

4. The job holder is required to participate in training and other learning activities, and in performance management and development, as required by the Head teacher in line with the school's policies and practice, (up to three training events over a year).

4. Staff in schools work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.

Signed Date

Signed Date
Head teacher