

JOB DESCRIPTION POST

Job Title: Sports Coach

Hours: Term time only (with possible opportunities for extra hours during school holidays)

Responsible to: Southend PE & School Sport Manager
Active Essex Competition Lead

Liaison With: Kirk Edwards

KEY ROLE:

The post holder is responsible for:

- Working in partnership with a number of schools to develop projects and programmes to engage pupils and students in physical activity and sport.

MAIN DUTIES AND RESPONSIBILITIES

- To deliver small, local level competitions and sports festivals to a number of schools across the School Sport Partnership.
- To work alongside Primary School Teaching Staff, to upskill them in delivering high quality PE lessons within their school.
- To deliver a range of sports clubs as an extension of the PE curriculum across a range of schools and age groups.
- To develop a specific number of schools and support the co-ordination of PE, Physical Activity and sport for specific schools.
- To deliver a wide range of club sessions in schools, looking at active lunchtimes as well as after school provision in a number of different sports/activities.
- To work with a number of partners across Southend to facilitate opportunities for PE, School Sport & Physical Activity for children and young people.
- To develop opportunities for the Southend Community to become physically active, working in targeted areas.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To ensure that all administrative duties, checks, documentation, reports and returns are completed accurately and submitted within required deadlines.
- To deal with correspondence promptly and as required.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all Trust policies and procedures are followed.
- To ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy and practices in respect of both employment issues and the delivery of services to the community.
- To ensure that all duties and services provided are in accordance with the Trust's Data Protection Policy and practices and reporting to the DPO any concerns or requests.
- To undertake any training commensurate to the post and attend relevant meetings as required by the Trust.

The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/Chief Executive Officer to carry out appropriate duties within the context of the job, skills and grade at any site within the Trust.

Post Holder's Name:

Signature: **Date:**

Line Manager's Name:

Signature: **Date:**

**Job Role
Person Specification**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Minimum Level 1 coaching qualification in at least one sport 	<ul style="list-style-type: none"> • Minimum 2:2 in a relevant university degree • Full UK driving licence and access to their own vehicle
Experience	<ul style="list-style-type: none"> • Knowledge of the current landscape of school sport and Physical Education 	
Knowledge and Skills	<ul style="list-style-type: none"> • Ability to prioritise work effectively • Ability to work flexibly to meet deadlines and respond to unplanned situations • Ability to respond positively to and actively support Senior Management within the Trust • Ability to work as part of a team but must also be able to work to develop their own projects and initiatives • Knowledge of Safeguarding procedures linked with young people, preferably within an education setting 	<ul style="list-style-type: none"> • Experience of working within a school environment
Personal Qualities	<ul style="list-style-type: none"> • Able to maintain confidentiality in all circumstances • Proactive approach to work being responsive, empathetic and supportive to all within the school • Able to establish effective relationships with those working in and with the school • Ability to build and form good relationships with colleagues and students • Understand the importance of physical and emotional wellbeing of staff and pupils • Have a sense of humour 	<ul style="list-style-type: none"> • Able to contribute new ideas and ways of working