**Sports Coach**

**Vision, values and ethos**

At Teesdale School and Sixth Form Centre, our vision is simple and is shared by all schools across the North East Learning Trust family. It is that every child experiences excellence every day.

**We are committed to:**

* the pursuit of excellence in all that we do;
* providing a broad education designed to enable every young person to achieve their full potential and make the most of their talents;
* providing a calm, purposeful atmosphere where young people are cared for and able to learn with confidence;
* creating a healthy, happy, disciplined and supportive environment which promotes an independent work ethic and a love of learning;
* engendering respect for individuality and difference so that all will feel secure and equally valued;
* nurturing a sense of social responsibility, spiritual and personal development;
* fostering integrity, confidence, resilience, creativity, good manners and sensitivity to the needs of others.

Our primary aim is for each young person to be both courageous and caring, resilient and determined as they strive for excellence.

**JOB DESCRIPTION**

**SPORTS COACH**

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| --- | --- |
| **Salary** | Grade 4  Point 15 – 19 (14,708 - £16,151) |
| **Hours** | Term Time  37 hours per week |
| **Contract** | Temporary for 1 year in the first instance |

**PE Department - Coach and Sports Technician**

The PE department is looking for a committed, enthusiastic sports coach who is able to:-

* Coach small groups and individuals
* Support and teach PE classes
* Provide technical support
* Lead extra-curricular activities
* Support team sports including supervising students

**Purpose of this Post:**

* **To coach classes of pupils in a range of sports**
* **To develop sporting provision Post-16**
* **To enhance extra-curricular sporting opportunities at both lunchtimes and after school**
* **To support the PE department by fulfilling a range of practical, technical and administrative duties**
* **To increase the range of sporting activities where families can enjoy and participate in sports together**

**Main Responsibilities:**

**Principal Role:**

* Contributing towards the department and the school’s extra - curricular activities
* Supporting and contributing to the school’s responsibility for safeguarding students
  + Working within the school’s health and safety policy, to ensure a safe working environment for staff, students and visitors
  + Maintaining high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents and colleagues
  + To work with the PE department to ensure that every child experiences excellence in sporting provision every day.

**Administrative Support**

* Sending letters/emails to parents, other schools and outside agencies
* Creating / maintaining displays on the department’s display boards
* Collating articles and putting together newsletters
* Arranging/confirming fixtures and produce fixture lists
* Booking transportation for fixtures and competitions
* Answering telephone and relaying messages
* Photocopying/laminating
* Helping with the organisation of special events such as sports days, inter-school fixtures and competitions, open evenings
* Attending departmental meetings and taking minutes
* Liaising with ground maintenance regarding PE requirements
* Regular stock taking of departmental resources for practical and theory lessons

**Technical Support:**

* Ensuring PE/sports facilities and equipment are safe for use
* Maintaining and ensuring safe storage of equipment
* Assisting teachers in lessons
* Demonstrating sporting techniques and use of equipment
* Managing lost property within the department
* Ensuring school owned team kits and PE kits are washed and dried as necessary
* Assisting with transition days, sports day and sports events
* Ensuring First Aid boxes are replenished and available to staff for fixtures and clubs

**Qualifications, Knowledge & Skills**

* Ability to work on own initiative and as part of a team
* A Level 3 qualification in Sports at Grade C or above or equivalent
* Successful completion of a Sports Apprenticeship at Level 3 including a suitable range of coaching qualifications.

A willingness to undergo further training to gain coaching qualifications where needed.

**Supervision and Management**

The post-holder will often be required to work without direct supervision. Supervision will be present where necessary.

**Health & Safety**

* Comply with the requirements of the H&S at Work Regulation
* Comply with H&S, report incidents / accidents / hazards
* To be proactive to protect both yourself and other in H&S Matters
* Comply with the school no smoking policy

**General**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

* The post holder has common duties and responsibilities in the areas of:-

- Quality Assurance, Communication, Professional Practice, Health & Safety.

**Safer Recruitment**

Safeguarding Statement: Teesdale School is committed to safeguarding and promoting the welfare of our pupils and expects all staff, governors and volunteers to share this commitment. All appointments are subject to an enhanced DBS check.

In accordance with regulations, the School will carry out a check with the Disclosure and Barring Service as to the existence and content of a criminal record of persons appointed to posts giving substantial opportunity for access to children.  Any information will be treated in the strictest confidence and will be considered only where it is felt to be relevant to a particular job or situation.  Your permission will be sought to carry out the disclosure procedure following an offer of appointment but you should note that refusal to give permission could prevent confirmation of your appointment.

You will need to attend school soon after the offer of appointment with some or all of the following documents:

Passport / Driving Licence / Utility Bill / Birth Certificate / Marriage Certificate / NI Evidence /

Copies of Qualifications.

The appointment is also subject to obtaining satisfactory references.

Teesdale School is an Equal Opportunity Employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications from candidates with disabilities will be granted an interview if the essential job criteria are met.

T**eesdale School has a no smoking policy.**