



## **JOB DESCRIPTION**

### **SPORTS COACH – BAND F**

#### **Professional characteristics**

- Form and maintain positive relationships with pupils, parents and colleagues
- Help to engender a knowledge and understanding of the subject amongst colleagues
- Be aware of and adhere to all policies of the school
- Wear suitable smart clothing appropriate to your role, including PE attire when taking PE lessons
- Act upon advice given by members of the SLT to ensure continuous improvements in your teaching

#### **Planning and Preparation**

- Use current National Curriculum documentation and guidance to plan appropriate P.E. lessons
- Ensure planning is appropriately differentiated for the needs of the pupils
- Maintain a planning file which complies with school requirements and ensure this is available to members of the SLT for monitoring purposes
- Ensure suitable resources are available for all planned lessons

#### **Assessment**

- Ensure pupil progress is carefully and accurately assessed
- Ensure end of unit assessments are recorded in accordance with school policies
- Ensure teacher comments are completed for all pupils taught using the required annual report format

#### **Resources**

- Review resource provision, disposing of equipment which does not comply with health and safety requirements
- Purchase equipment, in conjunction with members of the PE curriculum team, in line with best value practices using the allocated PE budget
- Identify resources to be purchased, effectively prioritising spending within the allotted budget

#### **Liaison with others**

- Attend meetings as directed by the Headteacher to ensure effective involvement of the school in local and National initiatives for PE and sport
- Attend meetings to agree SCo/PE & Sport support and evaluate this support for the PE Team, Headteacher, Governors and LA
- Participate in staff CPD as required
- Prepare relevant reports to governors at the request of the Headteacher.
- Take an active role in the writing and review of school PE policy documentation
- Ensure that the Headteacher, SLT and Governors are kept informed on issues relating to your subject area
- Liaise with PE Team and class teachers to formulate appropriate hall timetables

### **Educational Visits Co-ordinator**

- Write and regularly review appropriate risk assessments for relevant teaching activities
- Agree swimming timetables with LA staff
- In your capacity as Educational Visits Co-ordinator, review visits risk assessments produced by teaching staff and submit them to the Headteacher for approval via the Evolve web site

### **Sports Clubs**

- Liaise with the Deputy Headteacher to ensure an appropriate programme of clubs are made available to pupils
- Co-ordinate all inter-school sports fixtures ensuring that teams are selected, notes are given to parents and pupils are safely transported to / from fixtures and are supervised during the activities
- Ensure all after school sports activities are appropriately risk assessed and supervised

### **CPD**

- Ensure your own subject knowledge, teaching and coaching skills are fully supported and up-to-date by accessing relevant CPD
- Support and facilitate good quality CPD for colleagues
- Provide team-teaching support for colleagues, as directed by Senior Leadership/PE Team

**Signed:**

**Date:**