

# Viking Academy Trust



## Job Description

**Position: SPORTS COACH @ CHILTON**

**Name of Member of Staff:**

**Member of Staff:**

**Date:**

**Executive Headteacher:**

**Date:**



## JOB DESCRIPTION: SPORTS COACH

### PREAMBLE

**All staff and members of governance** make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

**All staff and members of governance** act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

<b>Viking Academy Trust Base School:</b>	<b>Chilton Primary School</b>
<b>Job Title:</b>	<b>SPORTS COACH</b>
<b>Line Manager:</b>	<b>SPORTS COACH LEADER</b>
<b>Pay Range:</b>	<b>Kent Range 3: 25 hours</b>

This job description is intended as a reference document which identifies the main responsibilities and activities of the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties. It may be modified by the Executive Headteacher, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### Generic Duties and Responsibilities

This job description sets out the duties to be undertaken and performed to the satisfaction of the Executive Head/Head of School and Local Advisory Body by the Sports Coach. The duties set out below relate to the overall teaching requirements and related expectations of a teacher.

- To work within the PES team to promote PE, school sport and physical activity
- As part of the PES team, deliver high quality PE and school sport within and beyond the curriculum
- To support colleagues in the delivery of collaborative teaching and learning within and beyond the curriculum
- To bridge links between school and the local community



## Specific Aims and Objectives

- To contribute effectively as part of the PE & Sports team
- To support staff in ensuring the school has an excellent sporting provision in place.
- To collaborate across the Viking Academy Trust Sports Teams to enhance the sporting provision for all pupils in the Trust

## Professional Duties

- To deliver the Key Stage 1 and Key Stage 2 physical education programme.
- To be responsible for planning, delivering and monitoring a co-ordinated programme of activities, to include games, dance, gymnastics, athletics and outdoor and adventurous activities.
- To develop and deliver a range of high quality support and physical activity opportunities to young people in an engaging and progressive manner.
- To develop high quality links between school and outside agencies to develop school to club and community links.
- To significantly increase the number of young people involved in after school clubs.
- To broaden the range of sports and activities on offer to children.
- To provide high quality coaching and physical activity programmes to support the delivery of high quality sports days and festivals of intra-school and inter school sport.
- To promote training for children and staff in leading playground activities.
- To lead the delivery of before school and after-school clubs.
- To provide high quality sporting games/activities for children during the lunch time period.
- To conduct risk assessments at venues as and when required.
- To attend relevant training courses to facilitate continued professional development and to use this knowledge to contribute to improving the quality of delivery.
- To assist with appropriate monitoring and evaluation procedures to ensure the quality of PE provision is raised to the highest standards.
- To undertake other duties appropriate to the grade and character of the work as directed.
- To co-ordinate with Leadership staff and support the school's annual sports days.

## Commitment to Safeguarding Children

- To ensure awareness of school policy and procedures re Child Protection.
- To become aware of the signs and symptoms of abuse by attending relevant courses.
- To report all causes for concern to the Child Protection Teacher or Head Teacher.
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.



- To carry out risk assessments in consultation with the teaching staff prior to activities.
- To promote learning opportunities that raise pupil awareness re: How to Keep Safe.

## Employment

This job description will be regularly reviewed as part of the school's Performance Appraisal Policy and in line with current requirements.

The post holder is expected to work within the rules and regulations laid down in the current "Kent Scheme" manual. The Executive HeadTeacher will take notice of advice given by professional associations.

The post holder will demonstrate a commitment to the aims, vision, development plan and policies of the Viking Academy Trust. In return the Board of Trustees are committed to support in the training and development of all members of staff. We aim to provide staff with the skills they need to fulfil their duties so that we achieve the highest standards in all we do.

The post holder will share responsibility for identifying their own individual training needs and will demonstrate a commitment to work collaboratively and co-cooperatively to fulfil these.

## Key Contacts:

**Internal:** Other Sports staff within the school, Executive Head, Head of School & Deputy/Assistant Head.

**External:** Sports staff within the Viking Academy Trust, Local Community, Parents, Agencies relevant to duties eg Thanet School Sports Team.

## Other Responsibilities

Above all you need to like children, to want the very best for them and be prepared to put their needs first. Children will be at the heart of your work. You must be able to demonstrate that you understand the importance of educating the whole child within a creative & innovative school setting.

## Performance Appraisal

To attend regular meetings with the assigned appraiser and to participate in the school's annual performance review procedure.

*\*NB Under no circumstances should a staff members discuss or share any information about a pupil or other matters with any parent or third party without prior consent. All enquiries concerning pupils should be directed to the class teacher or a member of the Senior Leadership Team.*

