**Job Description:** School Sports Coach

**School: Palm Bay Primary School**

**Grade: Kent Range 5-7 dependent on experience**

**Responsible to: Line Manager**

**Purpose of the Job:**

To undertake the practical delivery of sports activities during PE classes / PPA cover and provide high quality and professional sports coaching to students.

1. To undertake the practical delivery of a variety of sport activities to students during PE classes and as PPA cover and during lunchtime and afternoon sessions and after school clubs
2. To plan, prepare and deliver specified sports / activities to individuals, small groups and/or classes modifying and adapting activities as necessary
3. To assess, record and report on attainment feeding back to the School’s Senior leadership team
4. To encourage students to develop skills, knowledge and techniques and provide safe instruction in the use of specialist sporting equipment
5. To provide encouragement and constructive feedback to engage and motivate all students and encourage participation by students of all ability levels
6. To support class teachers with guidance / mentoring in the teaching of specific sports
7. To address any behaviour management / conduct issues which may arise in accordance with agreed school strategies
8. To liaise with the School’s PE Lead to ensure activities reflect National Curriculum requirements
9. To liaise and work with the School’s PE Lead to plan and facilitate sports events across the school and interschool competitions
10. To coordinate off site sporting activities and to supervise students undertaking such activities taking responsibility for their health, safety and wellbeing
11. To foster a culture of healthy living throughout the school by actively promoting sport / activities opportunities to students
12. To research, identify and source specialist equipment / resources and ensure sports equipment is securely stored and well maintained
13. To undertake administrative tasks associated with the delivery of activities including activity registers / consent forms / home – school liaison
14. To create a safe environment ensuring activities are delivered and students conduct themselves with regards to relevant health and safety requirements, safeguarding policies and expected standards of conduct.

In additional all members of the school community are expected to:

* Display a commitment to child protection and safeguarding. Report to the headteacher any behaviour by colleagues, parents and children which raises concern.
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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| *Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post*. |