
Hitchin Boys' School Job Description



Position:	Sports Coach & PE Assistant
Reporting to:	Head of PE
Working Hours/Weeks:	25 hours per week, fixed term contract to 22.07.27, term time only
Rate of Pay:	H4
Start Date:	A.S.A.P.

This post is suitable for someone possessing skills in one or more of the school's major sports (hockey, rugby, athletics and cricket) and who wishes to work within the PE department to utilise these skills. You may be considering teaching as a career in the future.

Job Purpose:

To support and assist the PE & Games teachers with the coaching and delivery of extra-curricular sports and sporting fixtures.

Key Responsibilities

- To accompany and take responsibility for Hitchin Boys' School sports teams when playing fixtures, both at home and away
- To cover PE and/or Games lessons, as required
- To undertake general maintenance associated with the PE equipment
- To provide administrative support to the PE department, as agreed with the Head of PE
- To demonstrate a strong commitment to health and safety and safeguarding

Additional Duties

- To contribute to the overall ethos and high sporting achievement of Hitchin Boys' School and the PE department
- To establish productive working relationships with students, acting as a role model and setting high standards of performance and conduct
- To promote exceptional student behaviour, dealing promptly with any incidents in line with the school's behaviour policy
- To work positively and co-operatively as a team member and share in the pastoral responsibility for all students in the school, liaising with the Head of PE and pastoral colleagues as needed.

Person Specification

	Essential or Desirable
Qualifications & Experience	
4 GCSEs or equivalent, to include English and Maths	E
Good working knowledge of ICT (including Microsoft Office applications) to support learning and for administrative and organisational effectiveness	E
Relevant coaching qualification and/or degree in a sports-related subject	D
First Aid qualification	D
Communication	
Ability to write reports, emails and complete forms	E
Ability to communicate effectively with others, including students, parents/carers, colleagues and external agencies	E
Working with Children	
Ability to implement the school's behaviour management policy to ensure appropriate conduct and behaviour of students whilst in school	E
Experience of working with children in a school or club environment	D
Working with Others	
Ability to work effectively with students and a range of adults, including parents and external agencies	E
Ability to work both independently and as part of a team	E
Ability to provide timely and accurate information	E
Skill set	
Effective organisational skills.	E
Team player with a willingness to adapt and support others.	E
Ability to manage own time effectively and meet deadlines	E
General	
Good understanding of the importance of safeguarding	E
Willingness to develop, learn and be proactive in the role and within the school	E
Minibus licence	D

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the job incumbent will carry out. The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with 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 post holder's professional responsibilities and duties.

To conduct this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of Hitchin Boys’ School, and to be instrumental in creating an ethos which facilitates the effective education of every student in your care. ‘Striving for Excellence’ means that every student realises their potential and has barriers to learning removed as far as possible.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure & Barring Service.

HBS is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Performance Management

Our agreed performance management system will be used to review performance throughout the year. This job description will be used as part of the review.

Print name (Member of staff)	Print name (Line Manager)
Signed (Member of staff)	Signed (Line manager)
Date (Member of staff)	Date (Line Manager)