



PE/SPORTS COACH

JOB DESCRIPTION

Purpose of Post: To teach primary pupils with regard to their P.E. education, taking into consideration physical, emotional and social needs.

AREAS OF RESPONSIBILITY

General Professional Duties

- To carry out professional duties as listed below, under the reasonable direction of the Headteacher.

Particular Duties

- To carry out specific tasks as reasonably requested by the Headteacher from time to time.

Professional Duties: Teaching

- To deliver the school's P.E. curriculum and to work in accordance with the school's aim, philosophy and policies.
- To set and teach activities matched to the age, needs, ability and aptitude of the pupils.
- To manage and organise the children effectively.

Professional Duties, Assessment and Reports

- To assess, record and report on the development, progress and attainment of pupils.
- To contribute to oral and written P.E. assessment, reports and references relating to individual pupils and groups of pupils.
- To report such assessments as necessary and participate in meetings arranged for this purpose.

Pastoral Care

- To promote the general progress and well-being of the pupils in the class assigned to him/her.
- To be responsible for their pupil care and welfare, whilst involved in school activities.
- To develop a sense of community within the class, with regard to equal opportunities and mutual support and respect.
- To provide guidance and advice to pupils on educational and social matters and on their continued education, including information about sources of more expert advice on more specific questions.
- To make records and reports on the personal and social needs of pupils and ensure that confidentiality is observed at all times.
- To communicate and co-operate with persons or bodies outside the school and participate in meetings as required.

Discipline, Health and Safety

- To maintain discipline and encourage self-discipline amongst pupils and to be responsible for the behaviour and discipline of the pupils in his/her care.
- To have regard for their health and safety both when authorised to be on the school premises and when engaged in authorised school activities elsewhere.

Review (Further Training and Development)

- To regularly review own teaching methods and programmes of work.
- To participate in arrangements for his/her further training and professional development as a PE Coach.
- To participate in arrangements for his/her appraisal.
- To participate in induction and supervision arrangements.

Education Methods

- To advise and co-operate with the Headteacher and/or other teachers on the preparation of courses of study, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- To prepare and develop resources to facilitate the delivery of the P.E. curriculum.

Management and Administration

- To take part as may be required in the review, development and management of activities relating to the P.E. curriculum, organisation and pastoral functions of the school.
- To participate in administrative and organisational tasks as required, including the management of persons providing support for the teacher, e.g. Teaching Assistants, parent helpers.
- To register the attendance of pupils and to supervise pupils during school and after school sessions if required.

Cover

- To teach any pupils whose teacher is not available to teach them, as far as practicable, apart from:
 - When the teacher who is absent or otherwise not available has been so for three or more consecutive days; or
 - When it is known to the Governing Body that the teacher would be absent or otherwise not available for two or more working days before the absence commenced;
 - With the exception of the following: if all reasonable means of providing a supply teacher have been exhausted without success the Coach may be required to provide cover.

Contacts

Children, Headteacher, Deputy Headteacher, Assistant Headteachers, Teachers, Secretaries, Teaching Assistants, Early Years Practitioners, Parents, Governors, Support Services, Site Manager, Cleaners, Students, Midday Supervisory Assistants.

Reviewed: October 2018