

## **JOB DESCRIPTION**

**NAME:****POST: Sports Coach****GRADE: 5 SCP 10 – 15****RELATIONSHIPS:**

The post holder is accountable to the Principal in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

**PURPOSE:**

To work with the Principal and SLT to develop the physical activity and education of children to enable them to reach their full potential. To be responsible for developing physical activity programs for children that align with the Trust's ethos and values of providing an excellent and enriched learning experience in all subjects.

**MAIN DUTIES & RESPONSIBILITIES:**

- To be responsible for the planning, design and delivery and evaluation of sports and physical activity programmes, reflecting the needs of the individual in line with the students' sporting and educational programme. The programme must deliver coaching sessions that not only develop and improve the pupils' performance but to create a safe and inclusive environment for children which encourages participation and positive play.
- Produce and evaluate coaching session plans to ensure the programme remains effective within the changing needs of the students of each cohort, and relevant in relation to the latest developments in sports coaching best practice.
- Review pupil's progress - monitoring and reporting at timely intervals throughout the school year in line with the rest of the curriculum, on each pupil's performance, setting clear targets for improvements.

- Work collaboratively with fellow support staff and sports coaches across the Trust, and communicate diligently with staff, parents and the school as required regarding students' training and development.
- To educate students in their understanding of athletic development principles. To provide development opportunities for a rounded athletic skillset, highlighting multi-sport transitional physical qualities and working alongside academy sports teaching staff to deliver a broad and balanced sports curriculum.
- Resourcing and co-ordination of all onsite or offsite sports related events and competitions, ensuring all sporting trips / matches are planned as per school policy.
- Schedule and deliver a programme of sports events such as competitive and friendly sports matches, as required.
- Supporting Elm Academy with sporting events as required.
- Contributing to and facilitating communication of relevant news and developments internally and externally, including within Elm Academy, through the Trust/school's media department, with parents, and within the wider community.

#### **GENERAL:**

- To promote and support AEG's culture that "Together we are Courageous, Innovative, Excellent" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Data Protection Officer at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.
- To be courteous to colleagues and provide a welcoming environment to visitors.

#### **ADDITIONAL INFORMATION**

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

**Signed:** ..... **Date:** .....  
**Post Holder**

One copy to be retained by member of staff and one kept on the employee's file.

**Authentic Education Group Is Committed To Providing A Safe, Supportive  
And Stimulating Environment For All Its Pupils Following Keeping Children  
Safe in Education Guidelines. This Post is Exempt from the Rehabilitation of  
Offenders Act 1974**

**Together we Are Courageous, Innovative & Excellent**