

<p>Job Description:</p> <p>Sports Professional (Saturdays – Part time, one year contract)</p>	
---	--

The Sports Professional is accountable to the Director of Sport.

Main Responsibilities

- To lead an age group team within the school (U15-U12) in each of the school terms.
- To coach and/or officiate a school team in each of the school terms each Saturday as per the school fixture list.
- To be the weekly point of contact, communicating with parents for the age group team that you are responsible for.
- To select the age group team that you are responsible for.
- To publish team sheet details and other important information onto the school sports website each week.
- To write a match report and enter the result of each match that you take onto the school sports website.
- To liaise with the Head of Sport (for the term) at the conclusion of the fixture about team performances and what should be coached during the upcoming weeks training sessions.
- To provide guidance on new rule changes and methods of coaching and to disseminate the information to all sports staff as appropriate.
- To be responsible for the medication, contact details and first aid of pupils within your team each Saturday.
- To help with the general running of the department on a Saturday morning.
- To contact parents where necessary regarding pupil performances and behaviour.

Other

- To be aware of and abide by all of the school's policies, in particular safeguarding.
- To assist at school sports functions such as sports awards evenings.
- To perform such other duties as may be required by the Principal.

This job description will be reviewed as and when necessary in accordance with the needs of the School.

20/4/18