**Job Description – Sports Coach/Learning Support**

**Key Tasks and Responsibilities:**

* To be responsible for specific duties in school and the Sport Faculty, this may include classroom assistant work, administrative support, and cover for staff absence.
* To act as Pool Lifeguard during swimming lessons.
* To accompany pupils on out of school activities e.g. D of E, Outdoor Pursuits, sports fixtures, medical escort, school trips.
* To assist, as required, with major school events in the School Calendar; e.g. open days, Prize-giving, Founder’s day service.
* To assist in the preparation of rooms/facilities for the start of term, and the clearing of them at the end of term.
* To ensure familiarity with the Sports Faculty handbook and staff handbook containing other key school policies on arrival at the School, to fully implement these policies and to maintain knowledge of these policies throughout. (Safeguarding, Code of Conduct, Fire Procedures & Health and Safety).
* To encourage high standards of behaviour from all pupils, particularly in their relationships with others and to be familiar with both the school rules and disciplinary procedures.
* To maintain at all times a professional relationship with pupils in the College.
* To help to provide a moral example in line with the standards and expectations of the school community.
* To uphold the school’s procedures for discipline and ensure that pupils follow all the College rules and inform the Form Teacher or Head of Year where appropriate, of any matters of concern.
* To attend CPD training, staff INSET days and staff meetings as directed by the Head of Sports Faculty.

**Coaching and Training**

* To support PE teachers in coaching practical aspects of Sport.
* To manage school teams in at least two of the schools core sports, including Rugby Union.
* To help with PE lessons and cover lessons both within the PE Faculty and across the College.
* To plan and lead training sessions in at least two of the schools core sports and to ensure that all students adopt appropriate attitudes, behaviours and appearance.
* To run after-school clubs to prepare pupils physically and tactically for competitive fixtures, including one-to-one personal training.
* To officiate and referee a team’s fixtures when appropriate.
* To develop and maintain effective methods of communication with the Head of Sports Faculty other PE staff, pupils and parents.
* To liaise and communicate with both pupils and parents whenever necessary.
* To attend relevant courses to develop skill set, where necessary.
* To accompany school trips and expeditions

**Health & Safety**

* To ensure that all Health and Safety requirements are met for daily use of the equipment and for anomalies that occur during competition.
* To ensure appropriate maintenance is carried out on all equipment when necessary.
* To complete stock takes and ensure stock is maintained for efficient and effective use in the Department, including first aid provision.

**Equipment & Supervision**

* To set up equipment prior to the start of the lessons and pack away at the end of each session.
* To supervise the changing rooms at start and end of each lesson.
* To be responsible for the safe collection of valuables and locking of the changing room doors at the start of each session.

**Administration**

* To provide administrative support and assistance to the Head/Deputy Head of Sports Faculty and PE staff as required.
* To undertake other administrative tasks relevant to the work of the Sport Faculty or the needs of the School, as these may arise (ICT support, inputting information, photocopying, updating photographs, etc.).
* To assist the teachers and coaches with the scheduling of training, fixtures and competition.
* To contribute to the creation of notice boards, display and exhibits and to ensure they are updated regularly.
* To contribute to end of year awards, presentations and assemblies.

In addition to the above, to undertake such other duties as the Principal or Head of Sport Faculty may from time to time reasonably request.