

Wellingborough School

JOB DESCRIPTION

**Post: Head of Netball & Sports Coach (Girls’ Games) Date of issue: July 2017**

Wellingborough School is a co-educational independent day school of some 850 pupils which comprises three elements, namely Senior, Preparatory and Pre-Preparatory.

As Head of Netball (Senior School) you will have responsibility for the following:

**Key Responsibilities**

* To lead, coordinate and develop the coaching programme for the Senior School and liaise with the Director of Sport over staffing requirements.
* To be responsible for the overall administration within the Senior School, to include the ongoing development of a full and competitive fixture programme.
* To contribute to a Development Plan, in consultation with the Director of Sport to cover performance, coaching and facilities at all levels.
* To promote internally and externally and ensure the highest standards are set both on and off the field.
* To attend and organise a pre-season training programme for all age groups.
* To promote and share good practice with all staff, including other Heads of Sport, and assist in the delivery of their programme as needed.
* To keep an accurate record of attendance of pupils and staff at school fixtures and practices.
* To follow up any pupil absences from weekend fixtures.
* To work closely with the Head of Sport in the Prep School to ensure consistency of approach and smooth progression to the Senior School, and either assist in the organisation of a tournament in the Prep School or lead in the organisation of a tournament in the Senior School.
* To assist, and lead where appropriate e.g. a tour that only includes one sport, in the organisation of all related Sports Tours.
* To meet with the Director of Sport (once in appropriate term) and the Headmaster (once in academic year) to review the programme.
* To support the Director of Sport with any other reasonable duties as required.

**Administration**

* To perform duties as advised by Director of Sport in relation to transport, medical, catering, hosting, match officials, social media, communication, school website, publication of results, sports reports, House Sport and recruitment.
* To ensure that all reports are completed and submitted for inclusion in The Wellingburian.
* To co-ordinate and publish all team sheets.
* To liaise with the Estates Bursar, and consult the Director of Sport, regarding the preparation of pitches/courts/facilities for practices and matches.
* To advise and contribute to all relevant risk assessments and uphold the School’s health and safety policy at all times.
* To organise all affiliation with the necessary administrations.
* To communicate effectively with parents and pupils as appropriate.
* To advise the Director of Sport, via the Sports Technician, of all kit and equipment needs.
* To keep accurate records of all School sports clothing distribution, including playing kit, training kit, etc. and monitor levels of stock and condition. To consult with the Director of Sport for all replenishment requests.

**Coach Education**

* To attend INSET for continued professional development and advise INSET training at the appropriate level for coaches under your charge and recommend coaching resources for staff.
* To develop strategies to improve individual player performance and liaise with team coaches to support the development of sports scholars/award holders.
* To develop links with local clubs and/or feeder Prep Schools that should include a visit once a term to actively promoting the programme.

As a Sports Coach you are under the guidance of Head of PE & Sport (Prep School) and / or Head of Sport (Girls’ Games) as appropriate, to whom you are responsible for the performance of your duties in the first instance. Your line manager is the Director of Sport (Whole School).

# Principal Duties

* Undertake coaching in hockey, tennis or cricket at the discretion of the Director of Sport.
* Fully support the School fixture programme, both mid-week and weekends.
* Select and manage teams in mid-week and weekend fixtures.
* Coach extra-curricular sporting activities (lunchtime, after school and weekend) as directed.
* Provide coaching to pupils in accordance with their educational needs and the School policy.
* Assist in officiating matches at all levels.
* Competency in the use of ICT.
* Contribute to the development of departmental resources.
* Maintain good order and discipline amongst pupils.
* Have due regard to all health and safety matters relevant to the sports being coached in order to safeguard the health and safety of pupils, colleagues’, visitors and spectators.
* Promoting professional standards of punctuality, discipline and sportsmanship with all pupils, taking appropriate action where necessary.
* To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
* To ensure continuity, progression and cohesiveness in all coaching.
* Attend relevant departmental and staff meetings, as reasonably requested by the Director of Sport.
* Take active note of the guidance in the **Staff Handbook** and **Guide to the School.**

## Safeguarding

## The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons with whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the school s/he must report any concerns to the School’s Designated Person(s) or to the Headmaster.

**Revision of job description:**

There will be an annual review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

**Terms and Conditions:**

This post is subject to the terms and conditions of employment for Support Staff.

**Applications**

The application form should be returned together with a covering letter in which the applicant should explain what s/he can offer to the post. Applications by e-mail are welcome.   Please send them for the attention of Mrs Karen Harrison, HR Manager to [recruitment@wellingboroughschool.org](mailto:recruitment@wellingboroughschool.org)