



JOB DESCRIPTION

POSITION: Sports Graduate at Leicester Grammar School (LGS) working with pupils aged 11-18 in the School's major games of netball, hockey athletics or swimming.

REPORTS TO: Director of Sport at LGS

HOURS OF WORK: Full time during term-time (Monday to Friday plus weekend working as and when required).

SALARY: £12,000 based on a 11 month contract period.

CONTRACT: Fixed 11 month period (3 September 2018 to 5 July 2019).

It is intended that this post provides training and development opportunities for graduates looking to progress into a sports or education-related role.

PURPOSE OF JOB: To assist in the teaching of PE lessons, coaching teams, assisting with fixtures and administrative tasks under the guidance of the Director of Sport at LGS.

DUTIES AND RESPONSIBILITIES

- Coach and assist with PE lessons, games and extra-curricular sporting activities throughout the year for pupils of all ages and abilities, across a wide variety of different sports and disciplines.
- Referee/umpire, coach and/or assist in the smooth running of school fixtures.
- Promote professional standards of punctuality, presentation, discipline and sportsmanship with all pupils, taking appropriate action where necessary.
- Assist the Director of Sport with administrative tasks as required.
- Ensure the safe set up of sports equipment and that areas are left in good condition
- To assist in the development of resources and share best practices with colleagues.
- To co-operate with the school in all matters concerning Health and Safety, following the School and PE department handbooks and support all of the School's policies.
- Ensure the Fitness Suite is kept clean, tidy and machines are in working order, reporting and faults or damage to equipment. Assist in the upkeep of all sporting facilities.

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake. All members of staff are appointed to the LGS Trust as a whole and may reasonably be asked to undertake similar or related duties in a department, team or location other than that to which they were originally appointed.

PERSON SPECIFICATION

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

Attributes	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none">• Educated to degree level in a relevant discipline• A coaching qualification, in a particular sports specialism.	<ul style="list-style-type: none">• First Aid Certificate• Full, Clean Driving License• Current/ valid NPLQ• Refereeing/Umpiring and Coaching experience with qualifications in the school's major games
SPECIALIST SKILLS AND EXPERIENCE	<ul style="list-style-type: none">• Experience in coaching/ teaching sport to children• A thorough knowledge of health and safety and the ability to apply this.• Administrative experience• Computer literate	<ul style="list-style-type: none">• Playing experience to a high level• Team management experience• Experience working in a learning environment
PERSONAL QUALITIES	<ul style="list-style-type: none">• Good communicator• Ability to work under pressure, managing your own time effectively• Work within a team environment• Ability to work flexible hours	

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointments are subject to a satisfactory Disclosure & Barring (DBS) check, evidence of identity, evidence of entitlement to work in the United Kingdom and evidence of qualifications declared in the application.