



STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

PE COACH

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Support the PE Lead in delivering outstanding PE and school sport provision in curriculum and out of curriculum time for all pupils in the school.
2. Evaluate performance, strengths and weaknesses and provide suitable feedback, with positivity and motivation.
3. Encourage pupils to gain and develop skills, knowledge and techniques.
4. Ensure pupils perform to a high standard of health and safety at all times.
5. Inspire confidence and self-belief.

JOB RESPONSIBILITIES AND ACCOUNTABILITIES

1. Support for the School

- 1.1 Lead groups of children, under the direction of the PE Lead, for PE activities with the support of an LC.
- 1.2 Team teach with PE colleagues when necessary.
- 1.3 Assist pupils to develop basic PE skills and provide differentiation for all abilities in lessons.
- 1.4 Lead extra-curricular activities before school, lunchtime and after school.
- 1.5 Support PE activities in the Resource unit, under the direction of the PE Team.
- 1.6 Organise and maintain the learning environment under the direction of the PE Lead.
- 1.7 Use knowledge and skills e.g. PE, literacy, numeracy and science to contribute to pupil learning as directed.
- 1.8 Discuss with the PE Lead and contribute to planning – informally.
- 1.9 Record pupil activities and achievements as directed, including assessment.
- 1.10 Support the PE Lead and/or teacher by accompanying pupil on off-site activities.
- 1.11 Organise and deliver inter-school competition.
- 1.12 Assist with the preparation of equipment and display boards.
- 1.13 Assist with changing and personal care.

- 1.14 Support the PE Lead with any tasks which are required.
- 1.15 Work as part of a team to ensure the wellbeing, behaviour and personal development of pupils.
- 1.16 Maintain confidentiality.
- 1.17 Understand and assist in interpretation of school policies.
- 1.18 Comply with safeguarding protocols and demonstrate at all times.

2. Other Professional Duties

- 2.1 Promote collaborative working amongst the PE team.
- 2.2 Actively promote the inclusion of all children into whole school activities.
- 2.3 Liaise collaboratively with external professionals as part of a multi-disciplinary team and utilise their input to effectively promote pupil's progress- informally.
- 2.4 Actively seek opportunities for professional development, particularly with respect to children's learning.
- 2.5 Be aware of and respect all children's religious beliefs and cultures.
- 2.6 Supervise children with vigilance at break times as part of a rota system.
- 2.7 Administer basic First Aid and be willing and able to assist children when they are ill and be willing to clear up if a child has any sort of accident e.g. sickness or toileting around the School.
- 2.8 Support, promote and comply with decisions and policies agreed by the Trust, SLT and the governing body.
- 2.9 Develop effective, professional working relationships with colleagues.

3. Support for the School

- 3.1 Support the maintenance and enhancement of the school's ethos and mission through their own outstanding professional conduct and high expectations of others.
- 3.2 Be aware of and comply with policies relating to safeguarding (including child protection), health and safety, confidentiality and data protection.
- 3.3 Assist in creating a culture in which effective learning can take place.
- 3.4 Support the promotion of positive relationships with parents and outside agencies.
- 3.5 Work within school policies and procedures.
- 3.6 Attend and participate in individual and team meetings as required.
- 3.7 Undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management and use this to support others.
- 3.8 Accompany teaching staff and pupils on visits, trips, out of school activities and enrichment programmes and take responsibility for a group under the supervision of a teacher, as required.
- 3.9 Work as part of a team and support the role of other people in the team.

4. Other Responsibilities

- 4.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 4.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.

- 4.3 Contribute to the wider life of the Trust and the Star community.
- 4.4 Carry out any such duties as may be reasonably required by the Trust.

5. Records Management

- 5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



Star

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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
QUALIFICATIONS				
1.	Qualifications relating to the role of PE Coach in a Primary School setting (or evidence of working towards gaining such qualifications)	D	✓	
2.	Good Higher Education or Further Education qualifications.	D	✓	
3.	First Aid qualifications	D	✓	
4.	Evidence of continuous professional development.	E	✓	
KNOWLEDGE AND EXPERIENCE				
5.	Practical experience of working with children within an educational setting	D	✓	✓
6.	Working knowledge of PE in the National Curriculum.	D	✓	✓
7.	Experience of supporting children within a school context.	D	✓	✓
SKILLS AND ABILITIES				
8.	Ability to maintain positive relationships with pupils, parents and staff	E	✓	✓
9.	Ability to work effectively within a team	E	✓	✓
10.	Effective classroom and behaviour management skills	D	✓	✓
11.	Ability to communicate effectively in English	E	✓	✓
12.	Ability to communicate effectively in relevant community languages	D	✓	✓
13.	Good ICT skills for word-processing, use of learning software and accessing on-line resources	E	✓	✓
14.	Ability to deliver PE and Sport activities on a one to one basis, in small groups and with whole classes	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
15.	Ability to plan own role in lessons including how feedback will be provided to pupils and colleagues on pupils' learning and behaviour	E	✓	✓
PERSONAL QUALITIES				
16.	A passionate belief in the school's mission statement	E	✓	✓
17.	Highest levels of professional and personal integrity	E	✓	✓
18.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
19.	Personal resilience, persistence and perseverance.	E	✓	✓
20.	A passionate belief in the school's mission statement.	E	✓	✓
21.	Commitment to undertaking additional training where required	E	✓	✓
22.	Clear understanding of, and respect for, confidentiality	E	✓	✓
23.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
24.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
25.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
26.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
27.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
28.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
29.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓