



## **JOB DESCRIPTION**

<b>JOB TITLE</b>	Sports Coach
<b>ACCOUNTABLE TO</b>	Headmistress and Bursar
<b>REPORTING TO</b>	Director of Sport
<b>CONTRACT</b>	Permanent and all year round
<b>HOURS OF WORK</b>	<p><b>We offer flexibility for this role, with the option to work during term time only or all year round.</b></p> <p>The core hours are 33.25 hours per week during term time are 10am to 5.15pm Monday to Thursday and 10am to 4.45pm on Friday.</p> <p>For those available year-round, the candidate would provide a multi-sports provision for the School's holiday club during school holidays, working from 9am to 4.15pm Monday to Friday.</p>
<b>REMUNERATION</b>	Lady Barn House School has its own salary scale. The salary for this role is Scale E, Points 17-20, £26,903 to £28,368 per annum.
<b>PENSION</b>	Enrolment into the pension scheme (option to opt out if preferred)

**Lady Barn House School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including an online search in accordance with KCSIE, checks with past employers and the Disclosure and Barring Service (DBS).**

**The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules) in order to assess their suitability to work with children.**

**Lady Barn House School is an inclusive, equal opportunities employer that considers all applicants without regard to any characteristic protected by law. We welcome and encourage applications from all individuals regardless of individual background or circumstance.**

**Please see the School's Safer Recruitment Policy for further information.**

## **Key Purpose of the Role**

The Sports Coach will support the daily coaching and teaching of Physical Education and Girls' Games from Nursery (age 3+) to Prep 6 during term time.

For those available all year-round, the Sports Coach would deliver a high-quality multi-sports provision for the School's holiday club.

## **Key Responsibilities**

### **Teaching & Coaching:**

- Deliver high-quality Physical Education and Girls' Games lessons, ensuring engaging, inclusive and progressive learning experiences.
- Assist the Head of Girls' Games with the co-ordination of the girls' games programme, including extra-curricular activities.
- Coach and teach across a range of age groups, including EYFS, infant, and junior pupils (ages 3-11).
- Support PE teachers in lessons, working with small groups to support inclusive learning, as well as developing talented individuals.
- Provide high-quality school sport opportunities beyond curriculum time to enhance pupils' skills and engagement.

### **Fixtures & Competitions:**

- As part of the role, you will be required to primarily attend girls' fixtures and coach teams as needed, including occasional Saturdays mornings to support Cross Country and weekend sporting residential.
- Organise and/or assist in the delivery of school girls fixtures and competitions.
- Act as a coach and offer support before, during, and after events.
- Attend sporting residential trips linked to Girls' Games and act as coach, offering guidance and support.
- Drive the school mini-bus to fixtures and events, when required. Full training provided.

### **Pupil Development & Feedback:**

- Provide feedback to pupils and PE staff on progress and team selection.
- Monitor and report on specific pupil groups as required.

### **Resource & Safety Management:**

- Assist with the daily running of sporting activities and manage related equipment for the main school, and the holiday club for those available all year-round.
- Ensure all sports equipment and facilities are checked for safety before use for main school, and holiday club for those available all year-round.
- Maintain and develop resources, ensuring they align with the school's Physical Education and Games policies.
- Liaise with the Director of Sport regarding priorities and efficient use of resources.

### **Health & Safety & School Duties:**

- Adhere to risk assessments and health and safety guidelines.
- Carry out additional school duties as reasonably requested (e.g., playground supervision).
- Conduct yourself professionally and uphold the school's safeguarding policies.

### **Professional Development**

- Engage in the school's Professional Review procedures to enhance teaching and coaching practices.
- Stay up to date with the latest coaching developments and rule changes in relevant sports.
- Attend INSET training, including four full INSET days per year.

### **Additional Responsibilities**

- Support pupils' overall well-being, providing guidance on educational and social matters.
- Communicate with parents, colleagues, and external bodies as required.
- Participate in staff meetings, INSET days, and co-curricular activities.
- Accompany pupils on school trips, including residential trips.
- Maintain learning spaces, display pupil work, and contribute to a positive school environment.
- Attend Open Mornings and key school events as required.

This role offers an exciting opportunity to inspire young learners, develop their sporting skills, and contribute to a thriving sports program both during the school day, and during the school holiday periods for those candidates available all year-round.

### **NOTES**

The above responsibilities are subject to the general duties and responsibilities in the contract of employment. The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the post-holder.

# THE SCHOOL

Lady Barn House School is a thriving independent day preparatory school for boys and girls aged 3 to 11. There are currently around 480 pupils on roll. The school offers excellent teaching, traditional values and exceptional pastoral care. There is a strong academic legacy with an individual focus on strengthening each pupil's confidence and abilities. The school aims to ensure that each child is happy, challenged and empowered to take full advantage of the wealth of opportunities on offer at Lady Barn House School; leaving them equipped with the knowledge, skills and confidence to make a successful transition to Senior School.

The School has its own site on Schools Hill, Cheadle, enjoying its own superior facilities, including specialist classrooms, a fully equipped EYFS unit with exceptional indoor and outdoor facilities, a separate performing arts building, an extensive Woodland School area, indoor gymnasium and two large floodlit astro-turfs. The aspirations of children and parents are high and we are constantly striving to maintain and further improve our standards.

## DETAILS OF THE POST

We are looking to appoint a suitably qualified sports coach to join our PE team on a permanent basis. We offer flexibility for this role, with the option to work during term time only or all year round.

During term time, the core hours are 33.25 hours per week are 10am to 5.15pm Monday to Thursday and 10am to 4.45pm on Friday, plus 6 days (4 INSET days plus 2 additional days to support residential and other sporting events).

For those available year-round, the candidate would provide a multi-sports provision for the School's holiday club during school holidays, working from 9am to 4.15pm Monday to Friday.

**As the successful candidate will primarily be required to teach girls' games during term time, only female candidates will be considered suitable for this position. This is a genuine occupational requirement (as defined by the Equality Act 2010).**

This is a rare opportunity to play a role in the ongoing development of the school's sport provision at Lady Barn House School. The main aspects of the role include;

- Coaching our pupils in sport alongside the Director of Sport, Head of Girls' Games and the PE Teacher.
- Assist the Head of Girls' Games in the coordination and delivery of the Girls' Games teaching programme.
- Assist with sporting activities and fixtures during and after school, and occasionally on weekends.

- Coaching Physical Education lessons to pupils aged between 3 and 11 (either alongside another member of the PE teaching staff or the class Teaching Assistant). There may be occasions where the Sports Coach will take classes/groups on an individual basis, however, support in the planning of these lessons will be given prior and evaluations will take place for their professional development.

## **CONDITIONS OF SERVICE**

During term time, the hours of work are 33.25 hours per week. The successful candidate will work from 10am to 5.15pm Monday to Thursday and 10am to 4.45pm on Fridays, during term time.

For those candidates available to work all year round, working hours during school holiday periods will be 9am to 4.15pm. Working hours include a 30-minute unpaid lunch break.

Lady Barn House School has its own salary scale. The Salary for this role is Scale E, Points 17-20, £26,375 to £27,812 per annum (pro rata for part-time).

## **BENEFITS OF WORKING AT LADY BARN**

Lady Barn House School recognises that its staff are its most valuable resource and seeks to recruit and retain energetic, dedicated and creative staff with a passion for education. Above all we are a happy and dynamic place in which to work. In addition to the major benefit of working alongside some of the most amazing people in education, we also offer a wide range of benefits for our employees, which are outlined below:

- ❖ Professional development opportunities.
- ❖ Training and CPD available including four inset days per academic year.
- ❖ Workplace pension scheme, including employer contribution.
- ❖ Death-in-service benefit.
- ❖ An annual leave entitlement including Bank Holidays, in excess of the 5.6 weeks statutory leave entitlement.
- ❖ School closure days during Christmas (usually an extra three days' leave) in addition to annual leave entitlement.
- ❖ A pro-active approach to flexible working, wherever possible.
- ❖ Health and wellbeing promotion initiatives, including Employee Assistance Programme via Health Assured, offering telephone counselling, financial and legal advice plus 10 counselling sessions.
- ❖ All permanent colleagues receive a generous discount on the fees for any of their children who attend the school, subject to availability of spaces.

- ❖ Excellent extended family leave in excess of statutory leave and pay.
- ❖ Childcare provided at Barney's Breakout for staff children (aged 3 to 11) whilst working during school holidays and significant discount for childcare during school holidays on non-working days.
- ❖ Cycle 2 Work Scheme.
- ❖ Free annual flu jab.
- ❖ Free school lunch and daily refreshments during term time.
- ❖ Free on-site parking.
- ❖ Work uniform provided, dependent on role and requirements.

## PROCEDURE FOR APPLICATION

Applications should be made using the application form enclosed in the pack available and forwarded with a letter of application to the Head of HR, Lady Barn House School, Schools Hill, Cheadle, SK8 1JE or via email to [recruitment@ladybarnhouse.org](mailto:recruitment@ladybarnhouse.org). Applications to be received by **10am on Monday 14 April 2025**.

**Applications will be assessed upon receipt, and we reserve the right to interview and appoint prior to the closing date. An early application is therefore strongly advised.** References will be required for those candidates considered for the shortlist.

If you would like to arrange a tour of the school, please contact Kelly Gardner (Head of HR) at [recruitment@ladybarnhouse.org](mailto:recruitment@ladybarnhouse.org) to arrange an appointment.

The appointment will be conditional, subject to all satisfactory pre-appointment checks being completed.

## Person Specification – Sports Coach

	Essential	Desirable	Assessment
<b>Qualifications</b>			
Specialist coaching qualifications in sports, particularly in netball, hockey, rounders, gymnastics, and athletics, are highly desirable.	✓		A,I
A proven track record of demonstrable training and coaching success	✓		A,I,T
First Aid Qualification or willingness to take part in relevant training provided	✓		A,I
Mini-Bus Driving training/qualification or willingness to take part in relevant training provided	✓		A,I
<b>Knowledge, Understanding and Experience</b>			
Experience of coaching in an educational setting and across the primary age range.		✓	A,I,T
Knowledge and understanding of the expectations within the EYFS and National Curriculum		✓	A,I
Experience of coaching across a range of sports.	✓		A,I,T
Experience of working collaboratively with parents, colleagues and outside agencies.	✓		A,I
Confidence and creativity in managing teams of varying abilities.	✓		A,I,T
Relevant knowledge of strength and conditioning techniques.		✓	A,I
Ability to deal sensitively with pupils and parents.	✓		A,I
Ability to ensure environments within the school are welcoming, inclusive and fully supportive of all children achieving their very best.	✓		A,I,T
Adequate yet efficient proficiency in ICT.	✓	✓	A,I
<b>Additional Skills and Personal Qualities</b>			
Must be passionate about sports coaching and inspiring young people.	✓		A,I
Ability to promote the aims of the school, supporting our vision for excellent education which develops happy, confident, successful and caring pupils.	✓		A,I
Determination and resilience.			
Being proactive rather than reactive.	✓		A,I
Ability to use initiative: solutions focused.	✓		A,I
Excellent interpersonal skills and high emotional intelligence.	✓		A,I
Excellent communication skills to liaise effectively with staff, contractors, and external agencies	✓		A,I
Proven ability to introduce new methods that improve results and efficiency.	✓		A,I
Complete discretion and integrity in all matters.	✓		A,I
Proactive in your approach – a real self-starter with a ‘can do’ attitude.	✓		A,I
<b>Other attributes</b>			
Able to support the wider aims and ethos of the school.	✓		A,I
Genuine enthusiasm for working within an educational environment the ability to work well within a wider staff team.	✓		A,I
Committed to safeguarding and the well-being of every child.	✓		A,I,R
Deals sensitively and thoughtfully with other people, e.g. children, parents, colleagues.	✓		A,I
Committed to your own continuous professional development.	✓		A,I
Able to maintain effective and professional relationships with colleagues at all levels.	✓		A,I
Willingness to participate in out-of-hours school activities as required.	✓		A,I

- A = Application, I = Interview, T = Task, R= Reference