

**Job Title:** Sports Coach & PE Technician

**Hours of Work:** 40hrs per week - Term Time Only + 3 weeks (37 weeks per annum. This position requires regular work on Saturday mornings.

**Reports to:** Director of Sport

**Ultimately responsible to:** Bursar

***Context***

The John Lyon School is, with Harrow School, part of John Lyon’s Foundation. The school provides an independent education for boys between the ages of 11 and 18. Established in 1876, the School has an excellent and growing reputation for sport and academic success and for valuing each boy as an individual. The John Lyon School Sports Centre comprises of a multi-purpose sports hall, 25 metre swimming pool and fitness suite. Sudbury Fields 25 acres include eight football pitches, state of the art all-weather pitch and four cricket wickets.

***Principal Role***

The successful candidate will join the School’s Sports Department staff in a busy and exciting department. They will be coaching sports teams throughout the School day and be responsible for the day to day administration of the School’s sports facilities.

***Sport Coach***

* Planning and leading groups during lessons and games sessions every afternoon, either onsite or at Sudbury Playing Fields as instructed by the Director of Sport.
* Planning, organising and leading sports clubs and intra-school sports tournaments before and after school and at lunchtimes.
* Ensuring that assessment is both regular and thorough and that full records of pupils are kept as directed by the Director of Sport.
* To lead before and after school use of the fitness suite and provide guidance on safe and effective use of all fitness equipment. To assist when requested with devising and monitoring suitability of personal exercise programmes for pupils.
* Complete reports and grades for Physical Education lessons.
* Coaching and leading School Sports teams as directed by the Director of Sport and the relevant Head of Sport.
* Sports Coaches are expected to play a full role in the life of the School, including weekend commitments and duties.

**PE Technician**

* To ensure that all areas of the sports centre are correctly set up to meet the requirements of PE lessons and sports clubs.
* Creatively planning, organising and editing the School’s new Sports Publication to meet deadlines, working closely with the Schools design team.
* Planning, organising and leading PE and games sessions for pupils and members of School teams, whilst providing feedback and training goals to aid pupil’s physical development.
* Assisting and taking on key roles within major sports dates throughout the year, including: Cross-Country, Sports Day and Association Day.
* Contribute to the School’s Sports Website and Virtual Learning Environment with the latest fixture details, sports results and news headlines.
* Responsible for updating sports noticeboards, fixture boards and displays regularly. Liaise with Sports Teaching staff and Director of Sport in matters concerned with pupil performance and discipline.
* To provide first aid and assist with emergency responses for all accidents, incidents and emergencies, reporting and maintaining corresponding records as required.
* Participate in and assist with the organisation of trips and activities to enhance the teaching and learning of PE/Sport within the School.
* To assist with the setting up and packing away of whole school sports events and activities.
* Maintain all sports equipment and ensure that storage rooms are kept clean and tidy and that equipment is stored in a safe and orderly fashion when not in use.
* Attend department meetings, training courses and other staff meetings as required.
* Assisting with sports camps and sports tours, as required.
* To keep the Director of Sport and the school’s Estates Manager regularly and fully informed on any matters concerning the management, upkeep and administration of the Sports Centre.
* To undertake such other duties as may be determined from time to time by the Director of Sport.

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for 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 Safeguarding and Child Protection Policy Statement 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 risks to the safety or welfare of children in the School s/he must report any concerns to the Designated Safeguarding Lead.