

Job Description

Post Title:	PE and School Sports Coach Apprentice
Location:	Portland Spencer Academy
Salary/Pay Range:	Apprenticeship Wage
Hours of work:	37 hours - Temporary, duration of apprenticeship, TTO including insets
Reporting to:	Principal

Purpose of Role

- To provide high quality sports coaching during and after school to help raise attainment and improve competitive sport provision
- Assist the Sports Achievement Lead in the planning, delivery and evaluation of physical education and school sport to classes of children.
- Provide support to individuals and groups during lessons to enable them to access the curriculum, whilst monitoring progress and dealing with challenges as they arise.
- Support the development of extra-curricular offers by running sports-based after school clubs.
- Promote an active lifestyle by leading games at lunchtimes, encouraging children to participate
- Contribute to the implementation of an effective behaviour management strategy, applying it fairly and consistently within clear boundaries and reinforcing positive aspects of behaviour.
- Develop positive relationships with parents, carers and families by taking a partnership approach, maintaining and sharing accurate information where appropriate.

Nature and Scope

This is an exciting opportunity to work alongside our Sports Achievement Lead to further raise the quality and range of sports provision in the school; improve levels of participation and excellence in pupils and work alongside teaching staff to ensure the delivery of a high quality PE curriculum.

Main Duties and Responsibilities

Supporting Pupils:

- Support learning activities for all pupils by maintaining awareness of the stages of development and individuals' specific needs and giving positive encouragement and feedback to ensure pupils are reaching their full potential.
- Care and support pupils by providing a safe and secure environment, responding appropriately to accidents, emergencies and following established procedures wherever appropriate.
- Contribute to the health and well-being of pupils through the support of safeguarding for pupils by ensuring a safe environment, and following policies & procedures at all times.
- Develop and promote positive relationships with pupils by communicating effectively, allowing them to feel valued and listened to and encouraging questions and ideas.

Supporting the Sports Achievement Lead:

- Contribute to the planning and evaluation of teaching and learning activities by being clear of own role in delivery, sharing realistic ideas, offering constructive suggestions and giving feedback where appropriate.

- Working alongside the Sports Achievement Lead to ensure that learning resources and materials are ready for use in activities whilst recognising and minimising potential hazards and making adjustments where necessary.
- Escort and supervise pupils on educational and out of school activities, as required.

Supporting Curriculum:

- Support pupils in activities to develop their physical skills and abilities by having an awareness of individual needs, learning targets, and the relevant support required to assist pupils' development, offering encouragement and feedback where appropriate.
- Where appropriate, effectively use ICT within the classroom environment to support and promote pupils' learning in ways that are stimulating and enjoyable for pupils according to age, needs and abilities.

Supporting the School:

- Develop and maintain effective working relationships with other practitioners, drawing on their strengths and expertise in order to best support teaching and learning.
- Support children and young people through transitions that occur in their lives, enabling them to manage them in a positive manner.
- Willingness to keep up to date with professional practice by maintaining an up-to-date understanding of the requirements of the role and individual responsibilities.
- Contribute to maintaining accurate pupil records following relevant procedure and ensuring confidentiality at all times.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

Additional Information

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name of Postholder:
Signature:
Date:

Person Specification

	Essential	Desirable
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills.	✓	
Level 2 in English and Maths GCSE, or equivalent	✓	✓
Awareness of appropriate conduct in an educational environment		
Knowledge and skills		
Reliability and commitment	✓	
Able to work calmly under pressure	✓	
Able to communicate clearly orally and in writing	✓	
Able to work as part of a team – both under direct supervision and on own initiative	✓	
Experience of Sports Coaching and working with young children would be an advantage		✓
Highly motivated and the ability to motivate children	✓	
Good organisational skills and the ability to work independently, using own initiative, solving problems and finding solutions	✓	
Personal qualities		
Work at all times within the framework of agreed school policies	✓	
Have a flexible approach to work and to enjoy being a member of a team	✓	
Able to manage own work load effectively and responds swiftly to tight deadlines	✓	
Good interpersonal skills, with the ability to enthuse and motivate others	✓	
To show a caring attitude towards pupils, staff and parents/carers	✓	
Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit	✓	
Openness and willingness to address and discuss relevant issues	✓	
To practice equal opportunities in all aspects of the role and around the work place in line with policy	✓	
To maintain a personal commitment to professional development	✓	
To contribute to the wider life of the academy Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Able to form positive relationships with all children and motivate them to succeed, contributing to a warm, friendly environment	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	