

JOB DESCRIPTION

SPORTS PROGRAMME COORDINATOR

Job Title:	Sports Programme Coordinator
Line Manager:	Director of Sport

Purpose of Job

As a Sports Programme Coordinator, your primary responsibility is to work with the Director of Sport to oversee and manage the planning, organisation, and execution of sports programmes within Harrow Appi. You will play a key role in the delivery of the Sports Academy programme across all seasons as well as deliver coaching across team sports whilst fostering a positive and inclusive environment and ensuring the successful implementation of various sporting initiatives.

Duties and Responsibilities

Sports Academies

Green and Gold Season Academies

- Work with and alongside external coaching providers to deliver high quality Academy sessions in the areas of Mountain Biking, Tennis, Golf or Trail Running
- Utilize your expertise in one or more of the sports disciplines (tennis, golf, mountain biking, trail running, skiing, snowboarding) to design and implement lessons that align with the respective sporting curriculums.
- Foster a positive and inclusive sports culture by promoting participation, sportsmanship, and teamwork within the Academy programme.
- Lead and oversee the smooth running of Academy sessions that involves the registration of students, the correct group placement of students and the safe transport of the students to and various locations.

White Season Alpine Academy

- In collaboration with the Director of Sport and Assistant Head: Enrichment ensure the effective quality assurance of Alpine Academy sessions.
- Support the Director of Sport with effective communication with the designated Appi-kogen Ski School regarding the instructor numbers, disciplines, and responsibilities for each session.
- Effective assessment, recording and reporting of students' progress at several points throughout the Season against the Alpine Academy Curriculum.

Team Sports

- Deliver quality coaching in a sports discipline offered within the schools CCA programme
- Design and implement effective training sessions to enhance individual and team skills.
- Provide personalized coaching to address the specific needs and strengths of each player in the respective sport
- Work with the Director of Sport to further develop the team sports offering at Harrow Appi

Other Responsibilities:

- Support the Director of Sport and Head of PE with the planning, preparation of school sports competitions and sports tours.
- Conduct administrative tasks with efficiency and enthusiasm as directed by the Director of Sport

- Act as a mentor and role model for students
- Undertake any other reasonable duties as requested by the Director of Sport, including but not limited to, assistance with local and international sports tours, attendance at weekend fixtures, and any additional duties that are deemed necessary for the effective operation of the Sports Department.

Benefits

- Free annual ski lift pass
- Free rental of ski/snowboard equipment
- Use of the resort onsen (hot spring)
- Accommodation provided
- All meals during term time
- Use of school facilities e.g., pool, gym etc
- Return flights at the start/end of contract
- Termly Shinkansen (Bullet Train) Tickets between Tokyo and Morioka

Requirements

Qualifications:

- Coaching qualifications in one or more of the following sports
 - Tennis
 - Mountain Biking
 - Golf
 - Trail Running
 - Alpine (Ski or Snowboard Instructor Qualifications)
- Substantial playing experience in one of the above sports, preferably at a competitive level.
- A high level of professionalism and consideration for the well-being of children
- Recent and consistent involvement in extracurricular activities

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request by the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually.

Harrow Appi Japan is fundamentally committed to safeguarding the children in our care and their welfare is our top priority.

All adults in the School community are expected to follow its Child Protection procedures and are required to undertake safeguarding checks.

Harrow Appi Japan reserves the right to recruit at any stage during the selection process.



About the Department

Sport Harrow Appi is a vital strand of the curriculum and our commitment to providing our students with a holistic education is at the heart of what we do. The school is located on a small ski resort, Appikogen in the mountains of Iwate, Japan. The campus is a spacious environment that boasts tennis courts, football pitches, a double sports hall and an 8 lane, 25-meter indoor heated swimming pool. A team of qualified sports coaches deliver an extensive Academy and Sports programme that runs throughout the year, shifting focus as the seasons change.

At Harrow Appi, all students are enrolled in the Sports Academy programme which takes place during the academic school day. Twice a week, students can undertake either tennis, golf, mountain biking or trail running in the Green and Gold Seasons and skiing and snowboarding in the White Season. The Sports Academy programme at Harrow Appi provides students with the opportunity to access the local learning area during the school day and enables our students to learn transferrable skills that extend to other aspects of life. Through these activities, students earn the value of being physically active and develop positive personal and social attitudes.

Under the auspices of the Director of Sport, the sports department runs academies that offer sport year-round to our students. The Green and Golf seasons in Appi host the tennis, golf, mountain biking and trail running academies. The White season Alpine Academy is dedicated to providing students with access to the local, Appikogen ski resort where they undertake lessons in either skiing or snowboarding. Additionally, students participate in CCA's (Co-Curricular Activities) that take place during after school hours. It is here that team sports take place and students have the opportunity to choose from various sporting activities which include, but are not limited to, football, rugby, basketball, swimming, volleyball, tennis, golf, water polo and baseball.

Your ability to demonstrate any or all of the following on application or at interview will significantly increase the likelihood of your being offered the position:

- A passion for and ability to offer coaching or instruction in any of the Sports offered in the Academy programme:
 - Tennis, Golf, Mountain Biking, Trail Running
 - Skiing or Snowboarding
- Having played sport in any discipline at a high level
- Coaching experience in your preferred discipline
- Experience of working in a boarding school or similar
- Willingness to learn and be a part of a growing school