

LADY BARN HOUSE SCHOOL

JOB DESCRIPTION

JOB TITLE	Sports Coach
ACCOUNTABLE TO	Headteacher and School Governors
REPORTING TO	Director of Sport
CONTRACT	31.5 hours a week
REMUNERATION	LBHS Support Staff Scale – Competitive and dependent on qualifications and experience
PENSION	Enrolment into the pension scheme (option to opt out if preferred)

JOB DESCRIPTION

Key Purpose of the Job

To contribute to the day-to-day coaching and teaching of Physical Education and Games from 3+ Nursery to Year 6

Main Duties and Responsibilities

- Delivery high quality good to outstanding Physical Education lesson for our pupils
- Coach and teach across a range of age groups, including EYFS, infant and junior pupils (3-11)
- Support PE teachers in PE/Games lessons, working with small groups of pupils to support under achieving or less able or develop able & talented children.
- Attend fixtures and run teams when required, including occasional Saturdays
- Provide high quality school sport opportunities during extra curriculum time, to enhance the skills of our pupils
- Feed back to pupils and other PE staff on development and selection
- Organise and/or assist with the delivery of various fixtures and competitions
- Act as a coach and offer general support prior, during and after events
- Assist with general day to day running of sporting activities and manage associated equipment
- Report on and monitor specific groups as required
- Check the safety of all equipment and facilities before use
- Maintain and develop resources, monitoring their effectiveness in meeting the objectives of school and Physical Education and Games policies
- Liaise with the Director of Sport over priorities and efficient use of resources.
- Carry out any additional school duties (e.g. playground supervision) as may be reasonably requested
- Be aware of and adhere to risk assessments and health and safety guidelines
- Conduct yourself in an appropriate professional manner at all times

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- Foster the aims and safeguarding policies of the School

Professional Development

- Take part in the school's Professional Review procedures designed to improve personal professional practice
- Ensure that keep up to date with the latest coaching developments and rule changes affecting sports
- Attend INSET training (including 4 full INSET days per year and 4 additional working days)

Other Activities

- Promoting the general progress/well-being of any group of pupils assigned to you
- Providing guidance and advice to pupils on educational and social matters
- Maintaining records on the personal and social needs of the pupils
- Communicating and consulting with the parents as directed by the Director of Sport
- Communicating and co-operating with persons or bodies outside the School
- Attending staff meetings as required including INSET days
- Participating in meetings arranged for any of the purposes described above
- Participating in the programme of co-curricular activities offered by the school
- Accompanying pupils on trips away from the School as required (including residential trips)
- Maintaining classrooms as effective and stimulating learning spaces
- Displaying work in appropriate areas of the School
- Participating in duties before, during and after school, as required
- Attending Open Mornings and other key school events, as required.
- Attend and participate in staff and departmental meetings as required
- Attending assemblies, registering the attendance of pupils and supervising them, as required

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the contract of employment. This 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.

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ADDITIONAL INFORMATION

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 485 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 life at Lady Barn House School with its many opportunities.

The School has its own site on Schools Hill, Cheadle, enjoying its own superior facilities, including specialist classrooms, a fully equipped EYFS unit, a separate performing arts building, and indoor gymnasium and two large floodlit astro-turfs. The initial astro has been completely refurbished for September 2019 and the second astro was newly constructed over the summer term. The new development also includes two cricket nets.

Lady Barn House School recognises that its staff are its most valuable asset and seeks to recruit and retain energetic, dedicated and creative staff. The aspirations of children and parents are high and we are constantly striving to maintain and further improve our standards. Above all we are a happy and dynamic place in which to teach and learn.

THE POST

We are looking to appoint two suitably qualified sports coaches to join our PE team on a permanent basis (31.5 hours a week) This is a rare opportunity to play a role in the ongoing development of the school's sport provision at Lady Barn House School. Hours of work are expected to be Monday to Thursday 10.15 to 5.15 pm, and Friday 10.15 to 4.15 (with 30 minutes unpaid lunch break each day). See the job description for a full account of the role, but it will include:

- Coaching our pupils in sport alongside the Director of Sport, Head of Girls Games and other teachers
- Teaching Physical Education lessons to pupils aged between 3 and 6 (either together with the class Teaching Assistant or alongside the other sports coach)
- Helping with sporting activities and fixtures during and after school (and sometimes at the weekend)

The school is a particularly supportive, friendly and child-centred place in which to work. Our children work hard, try their best and are well behaved, so are very rewarding to work with. Partnership with parents is active and very positive.

This is an exciting opportunity for an enthusiastic, forward-thinking professional to join our highly committed Physical Education team. We want you to not only be able to coach to a very high standard but also to be innovative and creative in your approach, adapting your coaching style to 'how children learn best' and be committed to the school's flexible and varied approaches to learning, and to its long established high standards.

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CONDITIONS OF SERVICE

The appointment is due to begin in September 2020. Lady Barn House School has its own pay scale. All colleagues are entitled to a free school lunch in the dining room in exchange for various duties. All permanent colleagues receive a generous discount on the fees for any of their children who attend the school, subject to availability of spaces.

PROCEDURE FOR APPLICATION

Applications should be made using the school's standard application form and should include;

- ❖ A completed application form (CV's are not an acceptable alternative) including the names, addresses, e-mail and telephone numbers of two professional referees, one of which should be your current or most recent employer.
- ❖ The application form includes the opportunity for you to set out the reasons why you are applying for the post and what you have to offer us. This can EITHER be completed on the form OR in a separate letter.
- ❖ Please indicate the sport(s) that you have particular qualifications or experience in

Applications should be addressed to the Head, Mr Turner, and sent to Lady Barn House School, Schools Hill, Cheadle, SK8 1JE. Email applications may be sent to secretary@ladybarnhouse.org.

(We remind you that postage is now partly based on the size of the envelope. Insufficient postage is likely to delay delivery to us which might mean you miss the deadline.)

The closing date for applications is **10am on Monday 24 February 2020**. It is anticipated that interviews will be held on Thursday 5 March. If you have not heard from us by this date then, regrettably, you may assume that your application has been unsuccessful on this occasion.

Applicants called to interview will be required to bring evidence of their identity and qualifications. References will be taken for those candidates considered for the shortlist, following confirmation from you that you are happy for us to do so.

The appointment will be conditional subject to all satisfactory pre-appointment checks being completed and confirmation of academic qualifications. The post will be confirmed on receipt of all references and of a satisfactory outcome from an enhanced DBS check. Please note that the school's Safeguarding Policy is available on the school website and should be studied by all applicants for this post.

Please contact the school and ask to speak to Mr Pietkiewicz, Director of Sport, a.pietkiewicz@ladybarnhouse.org if you have any further questions in advance of an application. There will be an opportunity to visit the school prior to making an application on either Wednesday 5 or Monday 17 February at 4pm. Please email Kelly Gardner at secretary@ladybarnhouse.org to confirm your attendance.

The school is committed to safeguarding and promoting the welfare of children and young people and expect that all staff and volunteers to share this commitment.

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Person Specification – Sports Coach

	Essential	Desirable	Assessed
Qualifications and Experience			
Specialist coaching qualifications in sport	✓		A, I
Experience of coaching in an educational setting		✓	A, I
A proven track record of demonstrable training and coaching success		✓	A, I, T
Experience in working collaboratively with parents, colleagues and outside agencies.	✓		A, I
Experience of teaching across the primary age range		✓	A, I, T
Experience of coaching across a range of sports		✓	A, I, T
First Aid qualifications		✓	A, I
Special Knowledge and Skills			
Knowledge and understand of the expectations within the EYFS and National Curriculum (EYFS desirable)		✓	A, I
Confidence and creativity in managing teams of varying abilities	✓		A, I, T
Coaching expertise i.e. football, cricket, rugby, basketball, gymnastics, athletics	✓		A, I, T
Up-to-date knowledge of technique, strength and conditioning		✓	A, I, T
Confident use of ICT, including classroom technologies		✓	A, I
Understanding of children protection procedures and safeguarding children	✓		A, I
Ability to deal sensitively with children and adults	✓		A, I
Good communication and organisational skills	✓		A, I
Excellent planning and time management skills	✓		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
Ability to ensure environments within the school are welcoming, inclusive and fully supportive of all children achieving their very best.	✓		A, I
Additional Attributes			
A passion for coaching	✓		A, I
Personal warmth to gain the confidence of pupils, staff and parents	✓		A, I
Resilience, reliability and drive.	✓		A, I
High levels of personal and professional integrity and the ability to exercise discretion and confidentiality	✓		A, I
Team player; willing to go the extra mile for children, colleagues and school	✓		A, I, R
Positive, enthusiastic and energetic approach to life, with a can-do attitude	✓		A, I
Committed to the Lady Barn House School's aims and ethos, and the wider life of the school,	✓		A, I
Ability and willingness to drive a mini-bus		✓	A, I
Other Requirements			
Satisfactory Enhanced DBS check, if appointed.	✓		A, I, R
Commitment to promoting equal opportunities and meeting individual needs.	✓		A, I, R
High standards of personal presentation and presentation and attention to detail	✓		A, I, R
Committed to professional development and show a willingness to undertake appropriate training for this role	✓		A, I, R
Flexible with working hours should the need arise for extra work on an 'ad hoc' basis.	✓		A, I, R

A = Application, I = Interview, E = Experience, T = Task, R= Reference