SPORTS COACH

JOB DESCRIPTION

Salary Grade: NJC Scale - Point 24 - 28

JOB TITLE: School Sports Co-ordinator

RESPONSIBLE FOR: Delivery and organisation of PE across the school and after school

RESPONSIBLE TO: Person responsible for curriculum

RECOMMENDED QUALIFICATIONS: Coaching specialist qualifications

SKILLS REQUIRED: The person should be able to:

- Motivate performers and volunteers and communicate effectively with them
- Make things FUN
- Use time efficiently and effectively
- Provide structured planning and make best use of time available
- Show an appropriate level of technical knowledge
- Break skills down if appropriate, analyse skills and make improvements
- Make use of appropriate equipment and adapt if necessary
- Provide advice on sports science and lifestyle guidance
- Liaise with school staff

MAIN DUTIES:

1. Consult with teachers and SLT about curriculum requirements
2. Co-ordinate with coaching for the after school clubs where appropriate
3. To co-ordinate the planning of school sport across the family of schools, actively involving local sports organisations
4. Plan and deliver sessions appropriate to the ability of participants
5. Make participants aware of their progress
6. To increase and improve the involvement in school sporting competitions
7. Provide information on where the participant can continue in the sport and liaise with the National Governing Body (Sports England) to access county and national structure for talented performers
8. Abide by and promote sound ethics; child protection, fair play and equal opportunities to all members

9. Ensure all young people are included in the PE and sport programme

10. Take responsibility for ensuring that the equipment is correct and is kept in good working order

11. Be aware of and follow the procedures for recording accidents

12. Be aware of school Health & Safety policy and Emergency Procedures and take their own responsibility for Health & Safety

13. Ensure that resources are looked after and replenished when necessary

14. Produce a costed action plan for each year