

JOB DESCRIPTION

Job Title: Sports Coach (Wednesday Fixtures)

Reports to: Director of Sport

Purpose of the job: To coach and manage sports teams for pupils aged 10–13 during Wednesday afternoon fixtures and support the continued development of sport within the school.

Main Duties and Responsibilities:

- Coach and manage school sports teams during Wednesday afternoon fixtures on an as required basis during term time.
- Deliver high-quality coaching in sports including: Rugby, Netball, Hockey, Football and Cricket.
- Prepare pupils for fixtures through effective organisation, communication and encouragement.
- Promote participation, teamwork, sportsmanship and enjoyment of sport amongst pupils.
- Ensure the safety and well-being of pupils during training sessions, travel and fixtures.
- Liaise with the Director of Sport and other members of the Sports department regarding team selection, fixtures and pupil progress.
- Support the smooth running of home and away fixtures.
- Maintain appropriate standards of behaviour and discipline in line with school expectations.
- Assist with setting up and tidying away sports equipment as required.
- Represent the school professionally when attending fixtures and sporting events.
- There may also be opportunities to provide additional coaching sessions and support for the co-curricular sports programme on an ad hoc basis during the week.

General Responsibilities:

- To attend relevant staff briefings and meetings as required.
- To work collaboratively and professionally with colleagues, pupils and parents.
- To be familiar with all school policies and the contents of the staff handbook.
- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times.
- Display correct staff identification at all times whilst on site.
- Adhere, at all times, to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors.

- Carry out any other reasonable duties as requested by the Director of Sport or members of the School Leadership Team.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. In addition, you undertake other such specific duties which may from time to time be reasonably assigned by the Director of Sport or Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will, in any case, be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

Person Specification

The person specification focuses on the range of criteria required to undertake the role effectively.

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Good level of general education. • Coaching qualification in at least one sport. • Current first aid qualification or willingness to obtain one. 	<ul style="list-style-type: none"> • Level 2 Coaching qualification or above. • Relevant officiating or umpiring qualification.
Knowledge and skills	<ul style="list-style-type: none"> • Strong knowledge and experience in at least three of the following sports: Rugby, Netball, Hockey, Football and Cricket. • Ability to motivate and engage children aged 10–13. • Excellent interpersonal and communication skills. • Ability to manage groups of pupils effectively and positively. • Ability to work collaboratively as part of a team. 	<ul style="list-style-type: none"> • Understanding of school sport and competitive fixtures.
Experience	<ul style="list-style-type: none"> • Experience coaching children in a school or club environment. • Experience leading teams during competitive fixtures. 	<ul style="list-style-type: none"> • Experience working within an independent school setting. • Experience coaching mixed ability groups.
Personal competencies and qualities	<ul style="list-style-type: none"> • Enthusiastic and positive approach to coaching and learning. • Friendly, approachable and professional manner. • Reliable, organised and punctual. • Ability to remain calm and professional in all situations. • High degree of personal motivation, initiative and energy. • Ability to build positive relationships with pupils, parents and colleagues. 	
Other requirements	<ul style="list-style-type: none"> • Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults. • Willingness to work Wednesday afternoons during term time. 	

- Flexibility to assist with additional coaching sessions on an ad hoc basis.
- Empathy with the ethos and aims of St Hugh's.
- Willingness to contribute to the wider co-curricular life of the school.

Date reviewed: May 2026