



Walhampton

INDEPENDENT PREPARATORY SCHOOL

## JOB DESCRIPTION

### Sports Coach/Teacher

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>Organisational Information:</b>	Reporting to:	Director of Sport
	<p>We are seeking an enthusiastic individual with a passion for sport, with expertise in at least one of the major sports at Walhampton (cricket, netball, hockey, rugby, football). While formal teaching qualifications are not required, experience in coaching or instructing sports is essential. The ideal candidate will be committed to promoting sporting excellence and ensuring that pupils of all abilities enjoy a range of sports.</p>	
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>● Teach PE &amp; Games as required to Pre-Prep and Prep students from Nursery to Year Eight.</li> <li>● Contribute to the planning and implementation of schemes of work for PE/Games across all year groups (N-8), updating lesson plans and SOW when required.</li> <li>● Promote any activity or event that raises the profile of sport at Walhampton encouraging a sport for all ethos whilst providing opportunities to challenge the most able students to reach elite levels.</li> <li>● Plan and deliver differentiated activities and opportunities for children with SEND.</li> <li>● Record and report on pupil’s progress in accordance with school and department policy.</li> <li>● Attend and lead fixtures, tournaments and sports tours as required. These are sometimes arranged at weekends and run throughout the year.</li> <li>● Ensure that all sports equipment is stored correctly and maintained in safe working order, logging any concerns and re-ordering equipment when necessary.</li> <li>● Monitor the main sports facilities (fields, sports hall, courts, pavilion, swimming pool, astro) to ensure that the facilities and grounds are safe and fit for purpose.</li> <li>● Keep up to date with current coaching and teaching strategies for PE and Sport in order to contribute to the ongoing department professional development training and use of best practice.</li> <li>● Support the planning and delivery of the Sports Scholarship programme and WADP.</li> <li>● Contribute to and help maintain the Department Handbook (PE and Games) to include policies and departmental procedures, including the</li> </ul>	

	<p>NOP and EAP for the swimming pool.</p> <ul style="list-style-type: none"> <li>● Support the management of the changing rooms, including lost property and supervision of pupils.</li> <li>● Provide coaching in all sports and activities to a variety of year groups as directed by the Director of Sport.</li> <li>● To answer parental questions and concerns quickly and efficiently</li> <li>● Maintain high standards of dress and behaviour from pupils at fixtures, general games practice, and ensure a consistent approach to kit and match clothing.</li> <li>● Contribute to the writing of references and reports for sports scholarships to senior schools.</li> <li>● Attend the PE/Games weekly department meeting.</li> </ul>
<p><b>General Duties / Safeguarding</b></p>	<ul style="list-style-type: none"> <li>● Attend staff meetings, school events and parents' evenings as required.</li> <li>● Fulfil cover duties as required.</li> <li>● Work as part of a team, with all other members of staff, helping to promote good working relationships across the school.</li> <li>● Communicate with parents to develop and continue good relationships</li> <li>● Promote and safeguard the welfare of children and young people for whom you are responsible, and with whom you come into contact.</li> <li>● Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.</li> <li>● Be aware of, support and ensure equal opportunities for all.</li> <li>● Contribute to the overall ethos of the School.</li> <li>● Appreciate and support the role of other professionals.</li> <li>● Participate in training and other learning activities and performance development as required.</li> <li>● Assist with pupil needs as appropriate during the School day.</li> </ul> <p>This job description outlines the current duties of this post to indicate the level of responsibilities. It is not a comprehensive or exclusive list and duties may be varied from time to time, where this does not change the general character of the job or the level of responsibility.</p>
<p><b>Key Skills and Experience</b></p>	<ul style="list-style-type: none"> <li>● Coaching qualifications and/or experience in one or more of the major sports at Walhampton (cricket, netball, hockey, rugby, football).</li> <li>● Excellent leadership qualities, of both staff and pupils.</li> <li>● Excellent organisational/administrative/IT skills.</li> <li>● Strong communication and interpersonal skills to form successful working relationships with pupils, colleagues, parents, the wider community, local partnerships, other schools and sporting organisations.</li> <li>● A passion for both 'sport for all' and elite level development.</li> </ul>
<p><b>Terms &amp; Conditions</b></p>	<p>All other terms and conditions are those as referred to in your letter of appointment and contract.</p>