



PE Coach/Specialist Job Description

Pay Scale/Grade:	Bucks Pay Range 3, Scale point 16-20, £21,807 - £23,570 per annum (Full Time Equivalent) depending on qualifications and experience. 20 hours per week*, 39 weeks per year (term time + 5 INSET days) Actual pay, £10,037 - £10,775 <i>*Please note there is the possibility of full-time for the right candidate.</i>
Reports to:	Deputy Headteacher
Responsible for:	Teaching Assistants
Liaison with:	Teaching Staff, Support Staff, Headteacher, Senior Leadership Team, Pupils, Contractors, Stakeholders

1. JOB OUTLINE

1 a) PURPOSE OF ROLE

To work with teachers to deliver high quality teaching and learning with PE lessons throughout the academy.

1 b) RESPONSIBILITIES

Teaching and Learning

- To teach early years (where appropriate), key stage 1 and key stage 2 Physical Education to the highest possible standard, as agreed with the Headteacher, within the framework of the National Curriculum and whole school policies and requirements.
- Plan, prepare and deliver schemes of work and coaching programmes in accordance with the academic programmes set out by the academy.
- To ensure that the quality of teaching and learning in lessons is of the highest possible quality.
- To identify and adopt the most effective teaching approaches for the early years, Key Stages 1 and 2 and keep abreast of contemporary educational issues.
- To take a professional approach to the planning, preparation and organisation of lessons and activities.
- To maintain good classroom discipline.
- To ensure high quality classroom management.
- To maintain high expectations of pupils and ensure that teaching approaches and materials are commensurate with their capability, so that the optimum standard of achievement is reached.
- To maintain appropriate assessment records, data collection and monitoring information.

Subject Leadership

- To subject lead PE within the Academy, and monitor the planning, delivery and data of the subject.
- Keep up to date with government initiatives relating to the teaching of PE and sport and prepare policies and targets as required.
- To participate in subject planning, development of appropriate syllabuses, resources and schemes of work.
- To support and mentor school staff in the delivery of high quality PE and school sport.
- To maintain current knowledge of National Curriculum PE, governing body and other relevant agencies' programmes, policies, guidance and advice.
- To be committed to continuous professional development (CPD) relevant to the post.
- Help staff to develop confidence and competence by modelling good practice and acting as a mentor.
- Deliver whole academy in-service training for teachers and teaching assistants.

Wider sports partnership

- Support the academy in developing appropriate intra and inter school competitions and challenge all students to engage in appropriate activities.
- To help plan and deliver a varied and interesting programme of physical and sporting activities, including intra and inter school competition, sports leadership training and deployment of healthy lifestyle programmes.
- Maintain records to show rates of participation in events/ competitions and programmes as required as well as implementing other data collection and monitoring programmes as directed by the academy.
- Deliver sports clubs to students within the academy.
- Regularly attend School Sports Partnership meetings and PE cluster meetings.
- Escort and supervise pupils on educational and out of school activities
- Any other agreed duties appropriate to and commensurate with the post.

1 c) EQUALITIES

Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

1 d) HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

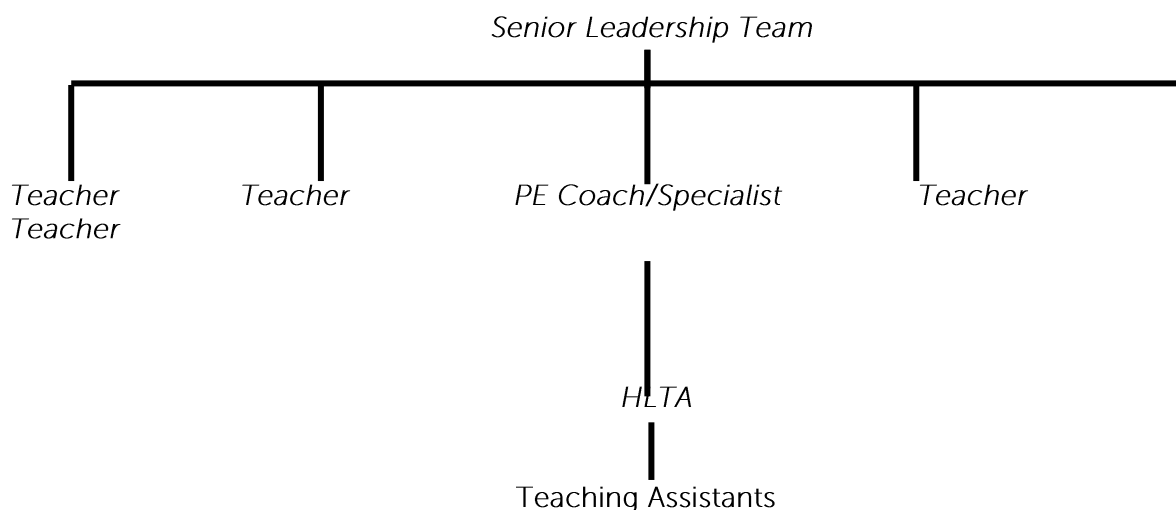
1 e) DISCLOSURE AND BARRING CHECK

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of REAch2's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

1 f) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the academy. All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

2. ORGANISATION CHART



3. SUPERVISION

A middle or senior leader manages the jobholder, although they make work with several teachers. The school's performance management policies and practice determine the frequency of meetings.

The job holder will be expected to supervise or manage the work and development of other classroom support staff, including those undertaking lunchtime duties as part of their role.

4. JOB CONTEXT

The jobholder is one of a team of teachers and assistants who support the learning of pupils. Flexibility by all staff is important in order to meet the varied needs of pupils.

5. CONTACTS

The jobholder works with teachers and pupils and is likely to have planned contact with parents or carers.

6. KNOWLEDGE

- NVQ level 2 in numeracy and literacy (or equivalent)
- Appropriate qualification in PE/sports coaching (relevant to school setting)/
- Working towards NOS

- Good knowledge of ICT (including tools for planning, research, analysis & admin) and hardware (including digital cameras, computers, email and internet)
- Understanding of statutory and non-statutory frameworks for school curriculum
- Understanding of SEN code of practice and disabilities legislation
- Understanding of Health and wellbeing, safety and child protection
- Understanding of the Academy's Ethos and Values
- Understanding of Data Protection and confidentiality
- Basic knowledge of First Aid

7. COMPETENCIES

- Communication (written and verbal)
- Decision making
- Team working
- Active listening
- Sensitivity
- People management
- Monitoring
- Drive
- Adaptability
- Managing relationships

8. PHYSICAL EFFORT

The job will involve modelling PE activities to children. The job may also involve lifting children after falls or accidents.

9. WORKING ENVIRONMENT

The job may include clearing up blood or other bodily fluids of children after accident or sudden illness.

10. JOB ENTITLEMENTS

- Access to training and staff development according to personal development needs and the needs of the school
- Annual Performance Appraisal and reviews

11. ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the academy's policies and practice.

12. REVIEW OF DUTIES

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Signed colleague Date

Signed Headteacher Date