



ALLEYN COURT PREPARATORY SCHOOL

HEADMASTER: RUPERT W. J. SNOW B.Ed (Hons)

Job Description

Sports Coach

Childhood at its best is an exciting and wondrous adventure where learning is present at every opportunity.

We aim to make it so.

Alley Court Preparatory School is non-selective and educates children from 2½ - 11yrs old. We have an average of 18 children per class and operate two forms of entry.

There are approximately 250 pupils and 75 staff. The Pre-prep follows a Montessori format. From Yr1-6 children are increasingly taught by specialist teachers, making the most of the school resources and staff expertise. This prepares children very effectively for transition to their secondary school of choice.

Alley Court Preparatory School aims to:

- provide a first-class education through an environment that promotes curiosity, creativity, wonder and a love of learning;
- use a broad, rich and stimulating curriculum to inspire each child to attain the highest levels of academic, physical, artistic, and social endeavour, through understanding that sustained effort, reflection and diligence will always enhance results;
- ensure children are best prepared for whatever expectations they encounter when they move to their chosen secondary education;
- instil a passion to pursue dreams to fruition and the skills to contribute to a world of rapidly changing opportunities and technologies.

Overall Purpose of the Job

To work under the direction of the Director of Sports and in partnership with Class Teachers/ Lead Teachers to teach Physical Education, Physical Activity and Sports Coaching and to support the physical and tactical learning of individuals/groups. This could include those requiring detailed and specialist support in order to access the sports/PE curriculum.

KEY DUTIES AND RESPONSIBILITIES

- To plan, prepare and deliver schemes of work and coaching programmes in accordance with the academic programmes set out by the school.
- To keep up to date with government initiatives relating to the teaching of Physical Education & Sport and assist with the preparation of policies and departmental targets as required.
- Maintain and develop effective relationships with clubs, schools and other agencies to create school club pathways, to gain access to facilities and to maximise the participation of children in physical activity of all sorts.



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- To support the school to develop appropriate intra and inter school competitions and challenges to engage all young people in appropriate competitions.
- To take the lead role, when requested, in managing particular sports teams.
- To be accountable for organising a suitable programme of home/away competitive fixtures for such teams and accompanying them off-site when appropriate, having arranged transport.
- To run co-curricular clubs of a PE and Sporting nature as requested by the Director of Sports.
- To ensure students have equal access to appropriate opportunities under the guidance of the SENDCo.
- To assist in the maintenance of 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 Director of Sports, Academic Deputy or another member of the SLT.
- Act as host to receive other schools and organisations, visiting the school to take part in a sporting competition, ensuring they leave with a high opinion of the school and the children.

JOB DESCRIPTION

- To teach high quality physical education, physical activity and sport to Key Stage 1 and 2 pupils following the published timetable.
- Identify and adopt the most effective teaching approaches to engage and inspire children to make significant progression in skills and attitudes.
- To take a professional approach to the planning, preparation and organisation of lessons and activities.
- To support and mentor other school staff in the delivery of high quality PE and school sport.
- To plan and deliver a varied and interesting programme of physical and sporting activity, including intra and inter school competition.
- Maintain appropriate assessment records, data collection and monitoring information.
- Communicate effectively with pupils, staff and parents at all times.
- To implement appropriate Health and Safety policies and procedures in order to ensure a safe, effective, child friendly environment at all lessons and activities.
- To be responsible for herself/himself and others in accordance with the Health and Safety at Work Act 1974 and to adhere to the school's policies and the Staff Handbook.
- To maintain current knowledge of National Curriculum, Governing Body and other relevant agencies, programmes, policies, guidance and advice.
- To be committed to continuous professional development (CPD) relevant to the post.
- To attend meetings as and when required/directed.
- To undertake any other duties appropriate to the post.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



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This job description should be read in conjunction with the Staff Handbook and other policy documents available through the school intranet, which outline other expectations of employees.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

R. Snow – August 2018



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Person Specification Learning Support Assistant

	Essential	Desirable
Qualifications	<p>Evidence of personal involvement in a range of sport and physical activities.</p> <p>Evidence of continuous INSET (training) and/or commitment to further professional development</p> <p>Experience and understanding of the National Curriculum for PE, and working with children in Key Stages 1 and 2.</p>	<p>An experienced qualified teacher, NQT or UKCC Level 2 coach (or equivalent)</p> <p>A Degree or Foundation Degree in a sport related subject.</p> <p>Maths and English GCSE/O'Levels</p> <p>Evidence of a broad academic foundation at GCSE/O'Levels</p> <p>Good insight into current sporting issues.</p>
Experience	<p>Experience of working with children</p> <p>Experience of working independently and as a part of a team</p>	<p>Experience of working with children with physical and emotional disabilities</p> <p>Experience of supporting children on off-site visits and/or residentials</p>
Skills	<ul style="list-style-type: none">• Good command of spoken Standard English• Commitment to working as part of a team and encouraging others to experience and participate in sport and healthy activity.• Ability to manage large groups of pupils.• Effective mentor to colleagues, volunteers and leaders.• Ability to act as a role model of appropriate behaviours.• Ability to inspire participants and colleagues to high performance.• Ability to evaluate performance of self and colleagues.• Ability to use own initiative and manage own work programme.• Ability to manage large groups of pupils.• Effective mentor to colleagues, volunteers and	<p>UK full driving license</p> <p>Personal participation in a variety of sport beyond the school</p> <p>Commitment to own professional development</p> <p>Knowledge and understanding of:</p> <ul style="list-style-type: none">• The National Curriculum for PE• Planning and delivery of high quality PE and sports activities.• How to assess progress and attainment in Sport and PE• Health and safety in sport.



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	<p>leaders.</p> <ul style="list-style-type: none">• Ability to act as a role model of appropriate behaviours.• Ability to inspire participants and colleagues to high performance.• Ability to evaluate performance of self and colleagues.• Ability to use own initiative and manage own work programme <p>Ability to communicate well and establish firm and consistent boundaries</p> <p>Ability to build effective professional relationships</p>	<ul style="list-style-type: none">• Child protection in sport.• Have at least 2 years' experience in a sporting role. <p>Understanding of and commitment to partnership working and communication</p> <p>ICT literate; ^[1]_[SEP] Sound organisational skills</p>
Personal Attributes	<ul style="list-style-type: none">• Enthusiasm and passion for sport and the wider life of the school.• Able to establish good relationships with adults and children and adhere to safeguarding regulations.• Good verbal and written communication skills.• Self-motivated, resilient, enthusiastic.• Ability to demonstrate commitment.• Confident and able to command respect from pupils and others.• Ability to work successfully both independently and as part of a team.• Good judgement and knowing when to seek advice or support.• Ability to work outside normal working hours, if required.• A good sense of humour• Resourceful, resilient, responsible, reflective, respectful• Willing and capable to engage with the school's ethos and mission statement.• Calm under pressure• Trustworthy• Smart presentation and good personal hygiene• A deep understanding of the independent school ethos of engaging in the full life of the school• Punctual and well-prepared for the events of the day ahead	<p>A personal enjoyment of learning new skills and taking part in new experiences</p>



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Alley Court Preparatory School is committed to safeguarding and promoting the welfare of children and staff must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.