

Wellspring Academy Trust

Job Description

Post Title: PE Sport Coach

School: Victoria Primary Academy

Department: PE

Reporting to: Head teacher

Salary: C1 FTE £22571 - £24920 / Pro Rata £17015.94 - £19056.22 Term time only including 5 INSET Training Days (39 weeks per year)

32.5 hours per week **8.30am - 3.30pm**

Purpose of the post:

- Under the guidance of staff; provide specialist support in a specific curricula/ resource area, including preparation, and maintenance of resources and support to staff and pupils.
- To deliver high quality PE and Sport across EYFS, KS1, KS2
- To deliver extra-curricular clubs including after school, breakfast clubs and lunch time
- To deliver aspects of Health & well-being in relation to science
- To work alongside teaching and support staff to develop their expertise in the teaching of PE
- To develop holiday clubs provision
- To deliver a play leaders scheme
- To develop partnerships with our secondary schools
- To manage swimming delivery at KS2
- To ensure website is up to date with sporting information
- To develop competitive fixtures/events and competition

Key areas:

- Support for pupils
- Support for the Teachers
- Support for the Curriculum
- Support for the School

Duties and responsibilities

Support for Pupils

- Use specialist (curricular/ learning) skills/ training/ experience to support pupils
- Promote the inclusion and acceptance of all pupils within the classroom and assist with the implementation of SEND Support plans
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in practical activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Provide pastoral support to pupils

- Participate in comprehensive assessment of pupils to determine those in need of particular help
- Provide information and advice to enable pupils to make choices about their own learning/behaviour
- Challenge and motivate pupils, promote and reinforce self-esteem

Safeguarding encompasses the duties of child protection and promoting the rights and welfare of children. As such it is everyone's responsibility to safeguard children in line with Keeping Children Safe in Education and provide a safe environment in which children can learn.

Support for the Teacher

- Work with the teacher and other staff in lesson planning, evaluating and adjusting lesson plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters.
- Be responsible for maintaining and updating records, information and data as agreed.
- Promote and ensure health and safety, positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/ carers as agreed.
- Establish constructive relationships with parents/ carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links

Support for the Curriculum

- Implement agreed learning activities/ teaching programmes, adjusting activities according to pupil responses/ needs
- Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required
- Maintenance of specialist equipment, check for quality/ safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out.
- Provide specialist advice and guidance as required
- Implement agreed work programmes/practical lessons under the guidance of the teacher
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.

Support for the School

- 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 in accordance with policy
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

- Contribute to overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in relevant meetings as required
- Participate in development opportunities and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, e.g. clubs, extra curriculum activities
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under supervision of the teacher

General

- To undertake any other duties, commensurate within the grade, at the discretion of the Headteacher
- Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection
- To develop and promote high standards throughout the Leeds Children, Young People and Families Service

Other

- Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour

Standard Duties in all Trust Job Description

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices
- Show a commitment to ensuring that children and young people learn in a safe environment
- Participate in relevant and appropriate training and development as required.

Method of Working

- The Wellspring Academy Trust expects all staff to work effectively and co-operatively as part of a team, delivering high quality support. This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.

Public Relations

- Considerable importance is attached to the public relations aspect of our work. Members of the Team must project a positive image of the Trust at all times and through all activity.

DBS Certificate

- The Wellspring Academy Trust takes its duty to safeguard the young people with which it works seriously.
- All Wellspring Team Members are required to undertake a Disclosure and Barring Service (DBS) check.

Wellspring Academy Trust is committed to safeguarding and promoting the wellbeing of all children and expects all staff and volunteers to share this commitment.

Person Specification

Experience		
Recent relevant experience	A/I	Essential
Experience working with children of relevant age	A/I	Essential
Experience in specific area in a learning environment	A/I	Essential
Experience of working with pupils with additional needs	A/I	Essential
Supervisory experience	A/I	Desirable
Education and Training		
Numeracy/ literacy skills	A/I	Essential
2 GCSEs at grade A to C in English and Maths or equivalent and level 3 certificate or equivalent (e.g. NVQ level 3)	A/I	Essential
Appropriate first aid training Specific training in specialist area	A/I	Desirable
General and Special Knowledge		
Effective use of ICT and other specialist equipment/ resources	A/I	Essential
Use of other equipment technology – video photocopier	A/I	Essential
Full working knowledge of relevant policies/ codes of practice and awareness of relevant legislation	A/I	Essential
Working knowledge of national/ foundation stage curriculum and other relevant learning programmes/ strategies	A/I	Essential
Understanding of principles of child development and learning processes	A/I	Essential
Skills & Attributes		
Ability to self-evaluate learning needs and actively seek learning opportunities	A/I	Essential
Ability to relate well to children and adults. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	A/I	Essential
Relevant first aid knowledge	A/I	Essential
Understanding of principles of child development and learning processes and in particular, barriers to learning	A/I	Essential
Additional Factors		
Demonstrate a commitment to Equal Opportunities	A/I	Essential
To comply with all policies adopted by the Governing Body for example, Health and Safety, Equal Opportunities and data protection.	A/I	Essential
Operate with the highest standards of personal/professional conduct and integrity	A/I	Essential
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	A/I	Essential
Undertake training and continuous professional development in connection with the post.	A/I	Essential
Work in accordance with the Trust's values and behaviours.	A/I	Essential
Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	A/I	Essential
Satisfactory DBS disclosure to work in an environment dealing with young people	A/I	Essential
Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	A/I	Essential
A commitment to safeguarding and promoting welfare for all	A/I	Essential