



GIRLS' GAMES COACH

Job Description

The Girls' Games Coach is appointed by the Headmistress and is responsible via the Director of Sport to the Deputy Head Upper School (DHUS) in pastoral matters and to the Deputy Head Academic (DHA) in academic matters.

Person Description

We are looking to appoint a P.E. graduate or experienced sports coach with coaching qualifications to support the Director of Sport and Heads of Boys' and Girls' Games in the delivery of P.E. and Games. The role involves leading coaching sessions and assisting with the teaching of PE lessons, managing teaching resources and assisting the P.E. department to create a positive environment in which to motivate and encourage pupils to participate in sport.

The Girls' Games Coach responsibilities include:

- Being actively involved in the delivery of curricular PE and Games
- Contributing to the extra-curricular Games Fixture programme by accompanying and leading teams on fixtures both at school and off site
- Assisting teaching staff in the monitoring, assessment and evaluation of individual pupils' progress, providing them with feedback
- Being a positive sporting role model
- Helping the teachers with routine tasks such as preparing and clearing away equipment after lessons, productions of displays and general facilities maintenance
- Planning and running various clubs throughout the year

- Maintaining the organisation and stocking of the store cupboards and containers including updating of P.E. department inventory
- Helping the teacher focus on the academic and pastoral wellbeing of children
- Supervisory duties i.e. morning gate duty, playground and lunchtime duties
- Being attentive to the special educational needs of pupils
- Attending and contributing to departmental and general staff meetings
- Participating in INSET
- Carry out administrative tasks such as photocopying, preparing team sheets and distributing information to children, distributing lost property
- Providing cover for absent colleagues
- Following guidance contained in the departmental and staff handbook concerning best practice
- Maintaining an up-to-date awareness of school policies
- Attending Parents' Evenings if required and assisting the PE department in the compilation of records and reports as requested
- Working in a manner which is safe and healthy for both yourself and others with whom you come into contact
- Complying with safety instructions and regulations
- Promptly reporting all safety hazards and unsafe working practices
- Being familiar with the school's Health and Safety Policy and complying with it at all times
- Working in a co-operative, diplomatic and flexible manner
- Fostering and maintaining good working relationships, acting as a courteous, friendly and professional member of the school team

- Being responsible for promoting and safeguarding the welfare of children and young persons and adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Lead (Deputy Head – Lower School/Deputy Head Upper School) or to the Headmistress.
- Undertaking such additional duties as might be reasonably requested by the Headmistress or other authorised person

Person Specification

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

The Girls' Games Coach needs to have:

- An Enhanced disclosure via the DBS
- Excellent communication and interpersonal skills
- At least a Level 2 coaching award in at least one of the following sports: hockey, netball, gymnastics, cricket and swimming; and have experience of coaching in two or more of these areas
- The ability to work as an effective member of the PE department and with other subject teachers
- The motivation to work with children and young people
- The ability to form and maintain suitable relationships and personal boundaries with children and young people
- A positive attitude to use of authority and maintaining discipline
- An enthusiastic, positive disposition
- Good time-keeping

It would be desirable for the Sports Assistant to have:

- experience of competing at a high level in a sporting environment will also be advantageous