

Job Description

- 1) **Job Title:** Sports Coach
Fixed term from September 2019 to July 2020.
- 2) **Responsible to:** Director of Sport
- 3) **Job Summary:** A part time sports coaching position primarily to teach Pre-Prep PE (Gymnastics, Multi-Skills and Athletic activities)
To be actively involved in the extra-curricular programme through leading after-school clubs.
To take on responsibility for aspects of assessment and tracking for Pre-prep PE within the school in liaison with Director of Sport.
To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Headmaster.
- 4) **Duties and Responsibilities:**

Planning, Teaching and Class Management

Teach allocated pupils by planning to achieve progression of learning through:

- a. Receive notes from all relevant pastoral, briefing and planning meetings
- b. identifying clear teaching objectives and specifying how they will be assessed
- c. setting tasks which challenge pupils and ensure high levels of interest
- d. setting appropriate and demanding expectations
- e. setting clear targets, building on prior attainment
- f. helping to identify SEN or very able pupils
- g. providing clear structures for lessons maintaining pace, motivation and challenge
- h. making effective use of assessment and ensure coverage of programmes of study
- i. maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, standards of performance
- j. selecting appropriate resources
- k. ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- l. evaluating own teaching critically to improve effectiveness
- m. working in close co-operation with others in the same subject and with other colleagues in the pre-prep school
- n. providing a stimulating learning environment
- o. encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively.

Monitoring, Assessment, Recording, Reporting

- a. assess how well learning objectives have been achieved and use them to improve specific aspects of teaching
- b. assess and monitor pupils' development and set targets for progress
- c. prepare and present informative reports to parents.

Duties and Extra-Curricular

- a. cover lessons as timetabled by the Director of Studies/Directors of Sport
- b. contribute to the extra-curricular life of the school by offering after school activities as arranged with line managers
- c. to lease with the Director of Sport to plan and manage Pre-Prep Sports Day in June.

Curriculum Development

- a. contribute to the whole school's planning activities
- b. understand the relevant national curriculum and EYFS
- c. attending pre-term staff INSET
- d. attending appropriate courses and training to further professional development;

Additional Duties:

- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement 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 s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies.
- 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.

5) Person Specification:

The successful applicant should:

- Be suitably qualified and/or experienced to coach sport to prep school aged children
- Be committed to the values of St Andrew's Prep and independent education and will play a full part in the life of the school
- Understand and espouse child protection practice and is committed to safeguarding and promoting the welfare of children
- Understand the particular needs and concerns of this age group, their parents and those who teach at this level
- Promote fairness and equality of opportunity amongst the children and believes passionately that all children should be valued equally

- Have a good sense of humour
- Be a good listener with children and adults, open and approachable
- Be flexible whilst adhering steadfastly to important principles
- Possess determination, enthusiasm and stamina
- Present high standards of appearance at all times in keeping with the profession
- Communicate confidently with parents
- Be positive and motivated
- Can work under the leadership of the Director of Sport.

Terms and Conditions:

Salary: Competitive

Hours of Work:

This is a fixed term position from September 2019 to July 2020.

Monday or Friday

Pre-Prep (Rec-Yr2) after school club 3.45pm-4.30pm (3.30pm set up)

Junior (Yr3&4) after school club 4.15pm-5.15pm

Tuesday

Pre-Prep (Rec-Yr2) Gymnastics after school club 3.45pm-4.30pm (3.30pm set up)

Wednesday

Pre-Prep (Rec-Yr2) PE 9.15am-11.45am

Sports fixtures: Home 2.00pm-4.00pm, Away 1.00pm-5.30pm

Thursday

Nursery Tennis 12.45pm-2.15pm

Pre-Prep (Rec-Yr2) Multi-skills after school club 3.30pm-4.30pm

Junior (Yr3&4) after school club 4.15pm-5.15pm

Senior (Yr5-8) after school club 5.45pm-6.45pm

Outside these hours, your attendance may be required at staff meetings, training days, parents' evenings, and fixtures.

Pension: After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

Holiday: 28 days including Bank Holidays paid annual leave pro rata. Pay for this is included in your salary.

Application Process

Candidates should complete all sections of the application form and return it to the HR Department, Marlborough House, Old Wish Road, Eastbourne, East Sussex BN21 4JY. Electronic applications should be sent to hr@eastbourne-college.co.uk

Closing date: 21 June 2019

Applications will not be accepted without a fully completed application form including a complete career history. Candidates will be required to provide the names and contact details of two referees, one of whom should be a current employer but not a family member or current employee of Eastbourne College Charity. Candidates should make it clear if they would prefer their referees not to be contacted before the interview stage.

Further information is available from Human Resources by email on hr@eastbourne-college.co.uk or phone 01323 452239.

Safeguarding Statement

St Andrew's 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 appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.