

Role Title: Resident Sports Graduate

Location: The Leys School

Responsible to: Director of Sport

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

Main purpose of the role

The role

- To provide sports coaching from Year 7 up to 6th Form pupils
- To assist the Director of Sport with administration of Sport throughout the school

Main duties and responsibilities

Coaching, Teaching & Learning

- To manage pupil learning through effective teaching and coaching.
- To ensure continuity, progression and cohesiveness in all teaching and coaching.
- To use a variety of methods and approaches to match the range of pupil needs and ensure equal opportunity for all pupils.
- To work effectively as a member of the Games Department to improve the quality of teaching, coaching and learning.
- To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
- To develop and maintain effective methods of communication with the Director of Sport, other staff, pupils and parents.
- To teach/coach/lead and manage School sports teams as directed by the Heads of individual Sports.
- To assist members of the PE Department with the delivery of practical lessons as required
- To teach/coach/lead extra-curricular sporting activities.
- To be involved in the running of annual Inter-House sporting competitions.

Administration

- To provide administrative support and assistance to the Director of Sport and Heads of Sport.

- To assist the Director of Sport in maintaining a smooth running and efficient office by dealing with routine administrative functions.

Monitoring, Assessment and Recording

- To be immediately responsible for the processes of identification, assessment and recording for the pupils in their charge.
- To select, referee and supervise teams to represent the School at sport.
- Keep an accurate register of pupils

Subject Knowledge & Understanding

- To have a thorough, up-to-date knowledge and understanding of sports teaching and coaching.

General

- To assist with pastoral care duties within the House system, if required

Professional Standards

- To be a role model to pupils, through personal presentation and professional conduct.
- To host opposing school pupils, staff and parents for fixtures. Including meeting and greeting, supervising pupils, officiating and hosting opposing teams, staff and pupils for post-match teas.
- To cover for absent colleagues as is reasonable, fair and equitable.
- To be involved in sports fixtures including refereeing and travelling to away fixtures.
- To supervise extra-curricular activities.
- To liaise effectively with parent / guardians.
- To undertake any reasonable tasks as directed by the Director of Sport.
- To carry out other associated duties as are reasonably assigned by the Head.

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.

- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Head/Bursar, or other senior member of SMT as appropriate.

Signature:

Date:

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.

Person Specification

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Person Specification	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Able to coach two of our major sports to a good level 	<ul style="list-style-type: none"> • Degree level qualification or equivalent • Coaching qualification in their given sport 	<ul style="list-style-type: none"> • Production of the applicant's certificates • Discussion at interview • Independent verification of qualifications
Experience	<ul style="list-style-type: none"> • Demonstrate effective communication and interpersonal skills for dealing with pupils, parents, teachers and operational staff • Can show prioritisation skills and ability to work to deadlines in a busy environment 	<ul style="list-style-type: none"> • Able to work on own initiative 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Skills	<ul style="list-style-type: none"> • Capacity to motivate, inspire and manage a group of pupils • Efficient, flexible, adaptable, energetic and self-motivated • Commitment to work with children and young people, with interest in their wellbeing 		<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
Knowledge	<ul style="list-style-type: none"> • Strong organisational abilities • Good working knowledge of IT 	<ul style="list-style-type: none"> • Understanding of boarding school culture 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional

THE Leys

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