

## JOB INFORMATION – GRADUATE SPORTS COACH

<b>Department</b>	Sports Department
<b>Main purpose of role</b>	<p>We have an exciting opportunity for an enthusiastic graduate to join the thriving Sports Department as a Sports Coach and Teaching Assistant. The post is initially for the 2021-2022 academic year, but could be extended for the right candidate. We are looking for candidates who are passionate about sport and wish to share that passion with enthusiastic and energetic young people. The post would be ideal for someone considering a teaching career, however, no teaching experience is required.</p> <p>The Graduate Sports Coach will be involved in teaching and coaching of several sports. They will be supported and guided by the Foundation's Director of Sport and will also work closely with the Head of Girls' and Boys' Games and other sports staff. They will develop their teaching, coaching, administrative and pastoral skills and be a role model of enjoyment and enthusiasm for sport at Princethorpe.</p> <p>The role will also support other teaching staff in selected lessons and assist support staff across a range of duties including the student hub and administration and assist in whole school Open Events.</p> <p>Single accommodation may be available, and all meals will be provided in school during term-time.</p>
<b>Reporting to</b>	
<b>Departmental Information</b>	<p>The department prides itself on its academic delivery of A-level, GCSE and BTEC (level 2 and 3). Games afternoons play a major role in the development of Princethorpe pupils.</p> <p><b>Games</b></p> <p>Each pupil has an afternoon games session of 100 minutes each week. Our games sessions are organised to coincide with those of other schools so we have Year 10 Games on Monday, Year 9 on Tuesday, Year 11 and the Sixth Form on Wednesday, Year 8 on Thursday and Year 7 on Friday.</p> <p><b>Girls' Games</b></p> <p>Each term the Games Department focuses on different activities; Hockey in the Michaelmas Term, Netball and Cross Country in the Lent Term and Athletics, Rounders and Tennis in the Trinity Term.</p> <p><b>Boys' Games</b></p> <p>Each term the Games Department focuses on different activities; Rugby in the Michaelmas Term, Hockey, Football and Cross Country in the Lent Term and Cricket, Athletics and Tennis in the Trinity Term.</p> <p><b>Physical Education (Girls and Boys)</b></p> <p>All pupils have one 50-minute lesson a week of Physical Education. This is a core subject on the curriculum and a wide range of sports are covered in six week blocks throughout the year.</p>

	<p>There are six main activity areas:</p> <ul style="list-style-type: none"> <li>● Games</li> <li>● Dance</li> <li>● Outdoor Education</li> <li>● Athletics</li> <li>● Gymnastics</li> <li>● Swimming</li> </ul> <p>Pupils get a wide variety of experiences and gain an appreciation of different types of activities.</p>
<p><b>Key duties and responsibilities</b></p>	<p><b>Duties and Responsibilities as a Sports Coach</b></p> <ul style="list-style-type: none"> <li>● Work effectively as a member of the Sports Department to improve the quality of teaching, coaching and learning.</li> <li>● Coaching of at least one of the school's main sports (rugby, hockey, netball, football and cricket).</li> <li>● Lead the Strength &amp; Conditioning work in the school's gym for all pupils for a wide variety of sports and fitness goals.</li> <li>● Assist with practical aspects of PE teaching in the school curriculum.</li> <li>● Assist in the fitness testing and data recording of all pupils in the school.</li> <li>● Design, timetable and implement functional training programmes to improve sporting performance of Princethorpe pupils.</li> <li>● Teach, coach and lead sports activities and other extra-curricular sessions as required.</li> <li>● Assist with organisation of House school competitions.</li> <li>● Assist with the school's hosting of opposition pupils, staff and parents on match days.</li> <li>● Undertake any reasonable tasks as directed by the Director of Sport.</li> <li>● Act as a role-model to pupils through personal presentation and professional conduct.</li> <li>● Attend whole school and departmental INSET training.</li> </ul> <p>The role is a dual one of general assistant in the Sports Department together with specific assistance/coaching in a combination of sports disciplines including:</p> <ul style="list-style-type: none"> <li>● Netball</li> <li>● Hockey</li> <li>● Cricket</li> <li>● Football</li> <li>● Rugby</li> <li>● Strength and conditioning</li> </ul> <p>Duties will also include supervising sports fixtures and umpiring/refereeing.</p>

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## **Professional Duties - Common to All Staff with Teaching Responsibilities**

### **Purpose:**

- To provide a learning environment that guides and encourages students to develop and fulfil their academic potential.
- To contribute to the well-being and development of the pupils by supervising and caring for them both inside and outside the classroom.

### **Teaching and learning**

- Employ a range of teaching, learning and behaviour management strategies and personalise learning to provide opportunities for all learners to achieve their potential.

### **Monitoring and Assessment**

- Follow College policies on assessment, recording and monitoring pupils' progress.
- Evaluate learning and take appropriate action in order to raise achievement.
- Provide learners with constructive feedback on their strengths and weaknesses and highlight areas for development.

### **Communication with parents**

- Follow College policies on reporting pupils' attainment and progress.
- When necessary initiate additional communication with parents through the established channels.
- Participate at parents' evenings and tutor evenings as appropriate

### **Staff development**

- Participate in College meetings and INSET days as required.
- Participate in the College staff appraisal and self-evaluation processes.

### **Resource deployment**

Take responsibility for the care of resources such as equipment and textbooks.

### **Pastoral care**

- Act as a tutor taking an overview of pupil's pastoral care and academic progress in accordance with published tutor guidelines.
- Contribute to the delivery of the PSHE programme.
- Support your House events and encourage the pupils to participate fully in the life of their House.

### **College Ethos**

- Promote the College ethos at all times by being a positive role model.
  - Play a full role in College life and participate in co-curricular activities.
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	<p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• Perform break, lunchtime and afterschool duties as requested.</li> <li>• Supervise pupils in extended day as requested</li> <li>• Cover lessons for absent staff and perform invigilation for internal examinations as requested</li> </ul> <p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>• Participate in open afternoons and evenings, including the recruitment of pupil helpers, planning of suitable activities and provision of attractive display material.</li> <li>• Promote the work of the department and extra-curricular activities through the appropriate channels, such as press releases and the College intranet.</li> </ul> <p><b>Health and safety</b></p> <p>Follow College and departmental policies on health and safety.</p> <p><b>Safeguarding Children</b></p> <p>The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the school's child protection policy statement at all times.</p> <p>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 she/he must report any concerns to the deputy head (pastoral) or the headmaster.</p>
<p><b>Hours and place of work</b></p>	<p>Working from the last week in August 2021 (to allow for an induction and staff INSET days before the start of term) until 6 July 2022, the usual hours of work will be as follows, term time only plus INSET days:</p> <ul style="list-style-type: none"> <li>• 8.15am – 6.00pm each day Monday to Friday with one hour for lunch for 36 weeks</li> <li>• Four hours on a Saturday for 25 weeks of the year</li> </ul> <p>In addition there will be some "one-off" events over the year to contribute to:</p> <ul style="list-style-type: none"> <li>• Three academic review evenings in the academic year for four hours</li> <li>• Seven parents' evenings in the academic year for two and a half hours</li> <li>• An Open Day usually in the Lent term for 3.5 hours</li> <li>• A Summer Fete for 3 hours</li> <li>• Entrance Exams for 8 hours</li> <li>• A Christmas Fair for 3 hours</li> <li>• An Equestrian event for 4 hours each day for two days</li> <li>• Prize giving service for 6 hours</li> </ul>

<b>PERSON SPECIFICATION</b>		<b>Essential</b>	<b>Desirable</b>
<b>Experience/ knowledge</b>	Strong subject knowledge	Y	
	Coaching and playing experience in any two or more of rugby, netball, hockey, football, cricket or strength and conditioning	Y	
	strong written and oral communication skills	Y	
	An ability to develop and maintain positive relationships with students, colleagues and parents	Y	
	An ability to work effectively under pressure	Y	
	A commitment to extra-curricular activities and to the school's involvement in the wider community	Y	
	A flexible approach to tasks		Y
	An understanding of Health and Safety issues within an educational setting		Y
<b>Personal job- related skills</b>	A proven track record as an outstanding coach of sport	Y	
	Ability to lead, inspire, motivate and support pupils and colleagues	Y	
	First-class planning, assessment and recordkeeping	Y	
	Highly organised having the ability to work in a self-directed manner	Y	
	A proven record of raising standards and of initiating and maintaining innovative curriculum design and delivery, with a clear vision for success	Y	
	Strong problem-solving skills	Y	
	Strong organisation and administrative skills	Y	
	Able to present oneself and represent the school at internal and external functions and forums	Y	
	A commitment to celebrating students' achievements, skills and talents, as well as an ability to tackle problems effectively		Y
	Excellent IT skills		Y
<b>Qualifications</b>	A sports-related degree or similar qualification	Y	
	A commitment to the continuing professional development of all members of the Department	Y	
	Coaching qualifications in at least one activity	Y	
	Level 2 or 3 coaching qualifications		Y

<b>Other requirements</b>	A commitment to equal opportunities	Y	
	High level of personal and professional integrity	Y	
	Ability to exercise discretion and confidentiality	Y	
	A commitment to the safeguarding and welfare of all students	Y	

Princethorpe College reserves the right to amend this job description from time to time according to business needs.

## HOW TO APPLY

<b>Application form</b>	<p>Applications will only be accepted from candidates completing a Princethorpe Foundation application form in full. CVs will not be accepted in substitution for completed application forms. Please submit an application form together with a CV and covering letter detailing experience, personal qualities, how you meet the person specification and outlining your suitability for the post.</p> <p>Please address your application to Mr E D Hester, Headmaster.</p> <p>Completed applications should be sent by email to <a href="mailto:Recruitment@princethorpe.co.uk">Recruitment@princethorpe.co.uk</a> or by post to: Recruitment Co-ordinator, Princethorpe College, Princethorpe, Rugby, CV23 9PX</p>
<b>Closing date</b>	<p>The closing date for applications is 28 June 2021, <b>at 9.00am</b>. Interviews are likely to be held on Thursday 1 July 2021, at Princethorpe College.</p>
<b>Invitation to Interview</b>	<p>If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.</p> <p>All candidates invited to interview must bring with them:</p>
<b>Proof of ID and Right to Work in the UK</b>	<ul style="list-style-type: none"><li>• Current UK passport showing you are a British Citizen <b>OR</b></li><li>• Current Passport or National ID Card showing you are a national of the European Economic Area or Switzerland <b>OR</b></li><li>• Full birth or adoption certificate issued in the UK, dated within 12 months of birth.</li></ul> <p><b>And where possible</b></p> <ul style="list-style-type: none"><li>• An official document giving your permanent National Insurance Number.</li><li>• If applicable, your Marriage Certificate or official documentation showing a change of name. <b>See Qualifications below</b></li><li>• If available, your Current UK or European driving licence paper or new style photo card – if an older photo card, the paper counterpart must also be produced.</li></ul> <p><i>At least one document must be photographic proof of ID.</i></p>
<b>Educational/ professional qualifications</b>	<p>Qualification Certificates as listed on your application form.</p> <p><b>If the certificate is in your maiden name then a marriage certificate must be produced.</b></p> <p>If the successful candidate cannot produce original documents or certified copies, written confirmation of her/his relevant qualifications must be obtained from the awarding body.</p>
<b>Proof of current address</b>	<p>Utility bill or financial statement showing your current name and address, dated within last three months (please note these <b>cannot</b> be downloaded from the internet)</p>