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| **ROLE** | **SCALE** | **NUMBER OF HOURS** |
| Sports Coach and PE lead | Unqualified teacher scale 6 | Monday/Tuesday and Wednesday pm (12.15pm – 3.30pm)  Thursday and Friday – full day (8.45am – 3.30pm)  23 hours 15 minutes |

**JOB DESCRIPTION**

Pakeman Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

# Job details

**Salary:** Unqualified TeacherScale 6

**Hours:** 23 hours 15 minutes

**Contract type:** Part time and permanent

**Reporting to:** Deputy Headteacher

# Main purpose

* Raise the learning and attainment of pupils in Sports/PE
* Work with class teachers to raise the learning and attainment of pupils in Sports/PE
* Promote pupils’ independence, self-esteem and social inclusion
* Give support to pupils, individually or in groups, so they can access the Sports/PE curriculum, take part in learning and experience a sense of achievement

# Duties and responsibilities

Teaching and learning

* Demonstrate an informed and efficient approach to Sports/ PE teaching and learning by adopting relevant strategies and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
* Promote, support and facilitate inclusion by encouraging participation of all pupils in sports/PE learning and extra curricular activities
* Use effective behaviour management strategies consistently in line with the school’s policy and procedures
* Support class teachers with maintaining good relationships among pupils, managing behaviour effectively to ensure a good and safe learning environment
* Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
* Plan differentiated learning activities for all children, delivering Sports/PE activities inside or outside
* Provide ongoing CPD for teaching and support staff in Sports/PE
* Observe pupil performance and assess progress in Sports/ PE
* Direct the work, where relevant, of other adults in supporting learning

Planning

* Effectively plan and assess, supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
* Prepare the learning environment for lessons
* Use expertise to plan and prepare learning activities, and to plan their role in learning activities
* Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
* Plan how you will support the inclusion of pupils in the learning activities

Working with colleagues and other relevant professionals

* Communicate effectively with other staff members and pupils, and with parents/carers
* Communicate your knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
* Keep other professionals accurately informed of performance and progress or concerns you may have about the pupils you work with
* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures, so as to support the school’s values and vision
* Make a positive contribution to the wider life and ethos of the school

Health and safety

* Promote the safety and wellbeing of pupils, and help to safeguard pupils’ well-being by following the requirements of Keeping Children Safe in Education and our school’s child protection policy
* Look after children who are upset or have had accidents

Professional development

* Help keep your own knowledge and understanding relevant and up to date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
* Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
* Take part in the school’s appraisal procedures

Personal and professional conduct

* Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
* Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
* Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
* Respect individual differences and cultural diversity

Safeguarding

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Promote the safeguarding of all pupils in the school

Other duties

* Supervise and facilitate sports play for all children during lunchtime

A Sports Coach will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

# Person specification

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| criteria | qualities |
| **Qualifications  and experience** | * Sports coaching qualifications * Experience of working with primary aged children * Experience of planning and leading teaching and learning activities * Experience working in a school environment or other educational setting * Experience working with children / young people with special educational needs (SEN) |
| **Skills and knowledge** | * Good organisational skills * Good Sports/PE knowledge and skills * Ability to build effective working relationships with pupils and adults * Skills and expertise in understanding the needs of all pupils * Knowledge of how to help adapt and deliver support to meet individual needs * Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teaching and pupils * Excellent verbal communication skills * Active listening skills * The ability to remain calm in stressful situations * Knowledge of guidance and requirements around safeguarding children * Understanding of roles and responsibilities within the whole school context * Understanding of effective teaching methods * Knowledge of how to successfully lead learning activities for a group or class of children * Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support * Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice |
| **Personal qualities** | * Enjoyment of working with children * Sensitivity and understanding, to help build good relationships with pupils * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school * Commitment to maintaining confidentiality at all times * Commitment to safeguarding pupil’s wellbeing and equality |

# Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: September 2025

Headteacher/line manager’s signature: 

Date: Emma Bonnin

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_