



Highclare School

Job Description: Sports and PE Coach

School Aims:

- *To provide high quality teaching and to encourage independent learning and individual excellence within a secure and happy environment.*
- *To motivate each learner to achieve his / her full all round potential.*
- *To develop the value of self-respect and self-discipline, alongside tolerance and respect for others and the environment*

Duties

1. To assist in the co-ordination of PE provision in the Preparatory schools.
2. To coach and teach a variety of sports.
3. To readily contribute to and take responsibility for curriculum development and resources as requested.
4. To make a contribution to the development of the level and amount of fixtures played and help to raise the profile of sport.
5. To oversee fixture / tournament preparation against other schools from: team selection, liaising with the transport manager and catering manager and ensuring all relevant medical issues have been addressed.
6. To ensure fixture information is given to parents, staff and pupils as early as possible, and write a match report to be included on school website and for marketing purposes.
7. To ensure every child has the opportunity to play in competitive fixtures such as House matches and help organise Sports Days and other events hosted by Highclare Preparatory Schools
8. To keep a record of results and team selection which will assist with record keeping and prize giving, such as colours and other awards.
9. To provide all pupils with an environment to develop and achieve, whatever their ability.
10. To assess children regularly and ensure that progress is recorded and reported appropriately which will also inform planning.
11. To maintain and develop schemes of work on the shared area.
12. To maintain good communication links on a daily basis via email, telephone and in person where appropriate.
13. To be available to team teach and cover if and when necessary.
14. To assist the Head of Department in areas of departmental organisation and development.
15. To be up to date with current trends and teaching methods in delivering PE and Games.
16. To be a supportive and reliable member of staff within the department and school as a whole.
17. To be a professional representative of Highclare School at all times.

This list is intended to be as comprehensive as possible, but is not exhaustive.