



# 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 support the Head of PE and PE staff in delivering high-quality physical education across the Preparatory Schools..
2. To coach a variety of sports.
3. To ensure that all PE activities are carried out in a safe environment and in accordance with health and safety guidelines.
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 assist the Head of PE with 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 provide all pupils with an environment to develop and achieve, whatever their ability.
7. To actively support the wider sporting and co-curricular programme, including after-school clubs, sports days and school trips.
8. To engage in relevant professional development to maintain and enhance subject knowledge and coaching practice.
9. To participate in the school's appraisal system and take direction from the Head of PE and Senior Leadership Team as appropriate.
10. To contribute to the assessment, recording and reporting of pupils' progress in PE as required.
11. To maintain good communication links via email, telephone and in person where appropriate.
12. To be available to team teach and cover if and when necessary.
13. To be a supportive and reliable member of staff within the department and school as a whole.
14. To be a professional representative of Highclare School at all times.
15. To uphold the school's safeguarding policies and ensure the welfare and safety of all pupils in their care.

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