



Loxley Primary School

JOB DESCRIPTION

March 2023

CHILDREN AND YOUNG PEOPLE'S DIRECTORATE	This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
Multi-academy Trust	PEAK EDGE
SCHOOL	LOXLEY PRIMARY SCHOOL S6 6SG
POST TITLE	SPORTS COACH and HLTA
GRADE	5
HOURS, PAY & PATTERN OF WORK	<p>32.5 hours per week - 39 weeks per year Grade 5 Scale point 15-20 HLTA contract £25878 to £28371 per year pro rata</p> <p>75.13% (£19,442 - £21,315) (For candidates with less than 5 years employment in schools) 76.82% (£19,879 - £21,795) (For candidates with 5 years or more years employment in schools)</p> <p>Working hours will be 8:30 to 3:30pm excluding the candidate's breaks, Monday pm to Friday, term time only. Additional hours built in to the contract are allocated for out of hours sporting events e.g. after school clubs.</p> <p>Established (permanent) Contract</p>
RESPONSIBLE TO	HEADTEACHER
RESPONSIBLE FOR	Whole classes of children during the class teacher's PPA time and after school clubs, smaller groups of children when supporting in class and collectively responsible for a range of mixed age children from different classes during children's lunch and break times
HOLIDAY AND SICKNESS COVER	Holidays will need to be taken during school holiday periods. Holidays and sickness absence cover will follow the school's policy
PURPOSE OF JOB	Working within an agreed framework of supervision to complement the professional work of teachers by taking responsibility for suitable P.E. programmes and adapting wider curriculum lessons, including planning, preparation and delivery. Coaching whole classes to help them fully

	develop their abilities including monitoring and assessment. Recording and reporting on achievement, progress and development across school. To also be a play and sports leader during lunchtime breaks and developing the coaching skills of older pupils.
RELEVANT QUALIFICATIONS	<ul style="list-style-type: none"> • Meet the Higher Level Teaching Assistant Standards <u>or</u> equivalent/relevant qualification relating to physical education coaching for children. (essential) • Hold an appropriate coaching certificate in sport, dance or physical education. (desirable) • Successfully completed school induction and PE awareness training (desirable) • Appropriate First Aid certificate (desirable – if not in place, school will provide training.) • Appropriate Safeguarding/Child Protection Training. (desirable – if not in place, school will provide training.)

The post holder must at all times carry out his/her responsibilities within the spirit of Peak Edge Multi-academy Trust and School policies, within the framework of the Education Act 2002 with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of Schools and the Children Act 2004.

MAIN DUTIES AND RESPONSIBILITIES

1 SUPPORT FOR PUPILS

1. Identify the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
2. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
3. Establish the highest behaviour management strategies to create the best climate for physical achievement and respectful relationships.
4. Develop and implement suitable training programmes.
5. Promote the inclusion and acceptance of all pupils in sport activity.
6. Promote confidence and a positive self-image for all pupils.
7. Support pupils consistently whilst recognising and responding to their individual needs.
8. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
9. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
10. Provide feedback to pupils in relation to progress and achievement.
11. Ensure the safety and well-being of children both inside and outside the school building following all relevant school policies school including the school's safeguarding policy.
12. Help children with self-care skills where appropriate including toileting and when feeling physically sick or ill following the school's policies and procedures.
13. Help children with medical or physical difficulties following the school's

policies and procedures.

2 SUPPORT FOR THE TEACHER

1. Organise and manage appropriate learning environment and resources.
2. Within an agreed system of supervision, plan appropriate P.E. activities and adaptive teaching strategies across the wider curriculum to encourage pupils to develop and gain skills, knowledge and techniques.
3. Monitor and evaluate pupil development and achievements through a range of assessment and monitoring strategies against pre-determined learning objectives.
4. Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
5. Record progress and achievement in activities systematically and provide evidence of range and level of progress and attainment.
6. Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.
7. Support the role of parents in pupils' learning and contribute to reports for parents to provide constructive feedback on pupil progress/achievement etc.
8. Production of activity plans, etc.

3 SUPPORT FOR THE CURRICULUM (including the wider curriculum)

1. Deliver P.E. activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.
2. Ensure activities link with the achievement of national curriculum standards in PE and other learning activities to support the development of pupils' skills.
3. Select and prepare resources necessary to lead activities, taking account of pupils' interests and language and cultural backgrounds.
4. Advise on appropriate deployment and use of specialist aid/resources/equipment.
5. Network with wider school sports providers where appropriate.
6. Prepare and inspire children for sporting, dance and PE festivals and competitions.
7. Support pupils' social, play and sporting skills at lunchtimes.
8. Promote healthy eating and lifestyles

4 SUPPORT FOR THE SCHOOL

1. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.
4. Establish constructive relationships and communicate with other professionals, in liaison with the teacher, to support achievement and progress of pupils.
5. Co-operate collaboratively with a team of midday supervisors at lunchtimes to manage and organise pupils.
6. Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

7. Deliver and develop out of school learning activities within guidelines established by the school, where required.
8. Contribute to the identification and execution of appropriate out of school learning activities, which consolidate and extend work carried out in class.
9. Any other related duties as they may arise.