



Job Description

Job Title	Assistant Sports Coach (Junior School)
Employment Status	Permanent, Full time
Working Pattern	Monday to Friday plus Saturday AM or PM fixtures
Salary Level	A23 (£26,612)

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to adhere to the School's Safeguarding Policies and Procedures.

Responsible to:

Head of Junior School Sport for day-to-day line management and the Head of Junior School, who has overall responsibility for all Junior School staff.

Main Duties and Responsibilities:

- Organising and delivery of sports coaching and fixtures for the Junior and Senior School and ensuring all pupils can participate in an array of different sports throughout the year.
- To take a full and active part in the co-curricular programme including after school clubs

Sporting programme:

- Working closely with the Heads of Sport and Junior School Heads of Boys' & Girls' Games to promote good relationships amongst pupils, fostering a can-do attitude and enjoyment for sport.
- Liaising with parents through email, telephone conversations and/or at fixtures in a professional and appropriate manner.
- Participating fully in the fixture and training programmes, attending mid-week and Saturday matches, training, weekend tournaments as required and, to support tours.
- Ensuring that the school's high standards are maintained, especially regarding behaviour, supervision and pastoral care of the pupils.

Coaching Curriculum:

- Working closely with the Head of Junior School Sport, Junior School Heads of Boys & Girls Games and Senior school heads of sport in the planning and preparation of, inspiring games sessions and after school practices, to support and develop the talents and skills of individual pupils and teams across both sections of the school.
- Organising training sessions and equipment, registering and overseeing pupil collection after training and fixtures.



Administration:

- Liaising with the Junior School Head of Sport, and or Junior School Heads of Boys & Girls Games to assist with any day-to-day administration and organisation to aid with the smooth running of PE and Games in the Junior School.

General duties:

- Attending staff meetings and liaise and co-operate with colleagues on whole school matters
- Contributing to the broader supervision and support of pupils across the Junior and Senior School.
- Upholding school policies and procedures relating to child protection and data protection
- Proactively seeking out and engaging in ongoing training pertinent to this role.
- Supporting the emotional health and wellbeing of pupils and staff.
- A full commitment across each of the three terms will be required.
- A willingness to be involved in the pastoral and co-curricular life of this busy and vibrant School is envisaged, including accompanying trips.

The above is not an exhaustive list of duties but is intended to give a general indication of the range of work undertaken and will vary in detail in the light of the changing demands of the School. A corporate sports kit (clothing) will be provided.

Pension Scheme

If applicable, you will be automatically enrolled into the King Edward's School, Bath Group Personal Pension Plan with an employer's contribution of 6% of salary, to be matched by a 2% employee contribution.

Safeguarding

All staff are in a position of trust and have a duty to keep children and young people safe and to protect them from neglect and physical and emotional harm. This duty is in part exercised through the development of respectful, caring and professional relationships between staff, children, and young people. Staff are expected to be familiar with the local child protection arrangements and understand their responsibilities in order to safeguard and protect children and young people.

DBS Clearance

All appointments are made subject to satisfactory DBS clearance. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.

The closing date for this vacancy is **8.30am on Tuesday 7 May 2024** and completed application forms along with a covering letter need to be sent to our HR Department via their email address HR@kesbath.com. Interviews will be held week of 13 May 2024.

Person Specification

Qualifications	Essential	Desirable
5 GCSEs at grade 9 to 4 (A* to C) or equivalent, including English and Mathematics	✓	
Level 3 qualification supporting pupils in education	✓	
Level 1 or 2 coaching qualification and or relevant experience and or a playing background) in at least one of our major sports (rugby, cricket, hockey).		✓
Knowledge and Experience	Essential	Desirable
Experience of providing support within a classroom or learning environment	✓	
Proficient with IT e.g. Microsoft Outlook, Work, Excel SharePoint	✓	
Experience of delivering basic First Aid		✓
Personal Qualities	Essential	Desirable
An awareness of the safeguarding requirements of the role	✓	
Calm, supportive and caring	✓	
A confident, approachable, friendly and helpful manner	✓	
Excellent communication skills	✓	
Strong team player with the ability to work independently as well	✓	
Ability to inspire others	✓	
Be proactive and self-motivated	✓	
Ability to use discretion and understand the importance of confidentiality	✓	
Have a positive attitude to personal development and training	✓	
Ability to remain positive and retain a sense of humour	✓	
Punctual, reliable with an organised approach to work	✓	