PE & SCHOOL SPORT COACH
Recruitment Pack
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1. Background

BACKGROUND INFORMATION

In March 2013 the Government announced a £150 million Olympic Legacy Fund to improve the quality of sport provision in every state Primary School in the country through a Sport Premium.

"With this new approach to sport, we can create a culture in our schools that encourages all children to be active and enjoy sport, and helps foster the aspirations of future Olympians and Paralympians” – Prime Minister David Cameron March 2013.

The 76 Primary Schools across the City of Nottingham are being offered the opportunity to be part of the “Get Active Get Smart” programme that will provide them with a dedicated PE & School Sport Coach for 1.5 to 2 days a week plus access to a Menu of Opportunities offering a range of other activities and programme.

To enable the delivery of this programme we need to recruit up to 25 PE and School Sport Coaches to fulfil this vision. The dedicated PE and School Sport Coaches will be employed on a full-time basis working across a number of different schools throughout the City to deliver a high quality PE, school sport and physical activity programme.

The PE & School Sport Coaches will be managed by the City of Nottingham’s pro-active Sport, Outdoor Learning and Adventure Team who are a key partner with the schools in Nottingham delivering a range of services to schools including school swimming, competitive school sport, CPD and residential camps. The development of a comprehensive programme of Physical Education, sport and physical activity, is central to all aspects of their work.

All PE & School Sport Coaches will receive a comprehensive annual programme of professional development including sport National Governing Body qualifications, fundamental movement skills training and various training around the National Curriculum and new national sports and activity initiatives. Staff will receive sports uniform and a lap top to enable the planning and delivery of high quality lessons and sessions.

Schools within the City work well together, sharing good practice and resources for the benefit of pupils throughout the area. Staff are committed to delivering a high quality curriculum to their pupils as well as providing balanced out of schools hours programmes and appropriate competitive opportunities as part of the School Games.

Through the Get Active Get Smart programme and the work of the PE & School Sport Coaches we aim:

"To provide Primary Schools with a high quality Physical Education, sport and physical activity programme that will impact on every child in school and provide a sustainable step change in the quality and quantity of participation"
2. **Job Description**

**Host Organisations:** Nottingham City Council Sport, Outdoor Learning and Adventure Team  
**Location:** The City of Nottingham, various Primary Schools  
**Job Title:** PE & School Sport Coach  
**Salary:** £18,000 per annum  
**Duration:** August 2013 to July 2015 (subject to confirmation of funding)  
**Line Managed by:** Physical Activities, Sport & PE Manager (Sport, Outdoor Learning & Adventure Team)

**KEY RESPONSIBILITIES**

- Teach Physical Education, Physical Activity and Sports Coaching within your allocated schools.

- Liaise with school staff and Officers from the Sport, Outdoor Learning and Adventure Team

- Plan, prepare and deliver schemes of work and coaching programmes in accordance with the academic programmes set out by the schools.

- Keep up to date with government initiatives relating to the teaching of Physical Education & Sport and prepare policies and departmental targets as required.

- Maintain and develop effective relationships with clubs, schools and other agencies to create school club pathways, to gain access to facilities and to avoid duplication.

- Support primary schools to develop appropriate intra and inter school competitions and challenges to engage all young people in appropriate intra and inter school competition.

- Support and promote the events run by the Nottinghamshire Schools Disability Sports Association to ensure students have access to appropriate opportunities.

- Maintain records to show rates of participation in events/ competitions and programmes as required as well as implementing other data collection and monitoring programmes as directed by the Sport, Outdoor Learning and Adventure Team

- Any other duties deemed reasonable by your line manager
Job Description:

1. To teach high quality physical education, physical activity and sport to Key Stage 1 and 2 pupils in a number of different school environments.

2. Identify and adopt the most effective teaching approaches for the Key Stages 1 and 2 and keep abreast of contemporary educational issues.

3. To take a professional approach to the planning, preparation and organisation of lessons and activities.

4. To support and mentor teaching school staff in the delivery of high quality PE and school sport

5. To plan and deliver a varied and interesting programme of physical and sporting activity, including intra and inter school competition, sports leadership training and deployment and healthy lifestyles programmes


7. The ability to communicate effectively with pupils, staff and parents.

8. To proactively promote additional enrichment opportunities to host schools, including those delivered by the Sport, Outdoor Learning and Adventure Team.

9. To implement appropriate Health and Safety policies and procedures in order to ensure a safe, effective, child friendly environment at all lessons and activities.

10. To be responsible for herself/himself and others in accordance with the Health and Safety at Work etc. Act 1974

11. To maintain current knowledge of National Curriculum, Governing Body and other relevant agencies, programmes, policies, guidance and advice.

12. To be committed to continuous professional development (CPD) relevant to the post.

13. To attend meetings as and when required/directed.

14. To undertake any other duties appropriate to the post.
3. **Person Specification**

**Technical Criteria**

**Essential**

a. An experienced qualified teacher, NQT or UKCC Level 2 coach (or equivalent)

b. Experience and understanding of the National Curriculum and working with children in Key Stages 1 and 2.

c. Knowledge and understanding of:
   i. Planning and delivery of high quality PE and sports activities.
   ii. Working with sports clubs and schools to create school club pathways.
   iii. Health and safety in sport.

d. Have at least 2 years’ experience in a sporting role.

e. Understanding of and commitment to partnership working and communication.

**Desirable**

a. A Degree or Foundation Degree in a sport related subject.

b. Evidence of involvement in a range of sport and physical activities.

c. Experience of working within:
   i. Physical Education especially around Key Stages 1 and 2
   ii. Special needs groups
   iii. Sports Development

e. A good understanding of IT.

f. Good insight into current sporting issues.
Personal

Essential

a. Enthusiasm and passion for sport.

b. Able to establish good relationships with adults and young people.

c. Good verbal and written communication skills.

d. Self-motivated, resilient, enthusiastic.

e. Ability to demonstrate commitment.

f. Confident and able to command respect from pupils and others.

g. Ability to work successfully both independently and as part of a team.

h. Good judgement and knowing when to seek advice or support

i. Ability to work outside normal working hours, if required.

j. Ability to drive, with access to own transport.

k. Willingness to undergo an enhanced CRB Disclosure check.

Leadership and Management

Essential

a. Ability to manage large groups of pupils.

b. Effective mentor to colleagues, volunteers and leaders.

c. Ability to act as a role model of appropriate behaviours.

d. Ability to inspire participants and colleagues to high performance.

e. Ability to evaluate performance of self and colleagues.

f. Ability to use own initiative and manage own work programme.

Desirable

a. Commitment to own professional development.
4. **Professional Development**

Nottingham City Council is committed to continuous professional development of all its staff.

8 days training will be provided during each year of employment and you will be given support to fulfil your potential within this role.

We will look to support staff that are Newly Qualified Teacher status to gain Qualified Teacher Status during the first 2 years of employment as a PE & School Sport Coach.

5. **Spire Sport Solutions Limited**

Spire Sport Solutions is the employer on behalf of the school and specialises in recruitment and employment within the sports sector. We have developed an effective and versatile employment service to recruit and employ high calibre coaches, development officers and people involved in sports administration on behalf of schools, School Sport Partnerships, County Sports Partnerships, clubs and community organisations.

We offer support and advice to clients during their recruitment process then employ the successful candidates on a fixed term basis, enabling our clients to concentrate on their core business and enjoy the benefits of appointing new personnel to their team without the usual inconvenience associated with employment.

**Contact us:**

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6. **Application Details**

**Closing Date:** 12.00pm, Friday 26th April 2013

**Interview Date:** Week commencing 20th May 2013

Interviews will be held in Nottingham and will last approximately 60 minutes incorporating a practical coaching session with primary school aged children.

**Application is only accepted by completing the official application form.**

Please complete the application form and return it to:

Matthew Green  
Spire Sport Solutions Limited  
PO Box 719  
Chesterfield  
S40 9JZ

Alternatively, complete the application form electronically and return it to:  
[matthew@spiresportsolutions.co.uk](mailto:matthew@spiresportsolutions.co.uk)

For enquiries telephone 07966 054827