

**Sports Coach**

Oundle School was established in 1556 and is one of the country’s leading co-educational boarding and day schools. The School has 860 boarding and 260 day pupils, with 250 day pupils aged 4 – 11 attending Laxton Junior School. The School has a turnover in the region of £40m and a staff of 760. The School prides itself on being associated with the best in modern independent school education. This would not be possible without the invaluable contribution made by the dedication, hard work and professionalism of the support staff functions.

Sport is highly valued and flourishes at Oundle. The School prides itself in its pursuit of sporting excellence and elite performance, competing in local, regional and national competitions across a wide range of sports and age groups. Pupils participate in a minimum of three sports afternoons per week, and can train up to five times with their team on top of individual training programmes. We provide competitive and recreational opportunities for our students and support those who show great potential through our 13+ and 16+ Scholarship, as well as dedicated support from our coaches, academic staff and pastoral team.

The purpose of the role is to be responsible for teaching and coaching of a sport under the direction and guidance of the Head of the Sport, and the Director of Sport. They must ensure that all teaching, coaching, officiating, and administrative tasks are completed efficiently and to a high standard, enabling the continued success, enjoyment and enthusiasm for Oundle School Sport. The Sports Coach will be employed to offer support and skills that are not available at the time in the Common Room. The role interfaces with teaching, coaching and non-teaching staff, pupils and parents.

Oundle School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service

**Role details**

Working within the Sports Department, the role holder will report to the Head of Sport and Director of Sport.

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

**Coaching, Teaching & Learning**

* Teach/coach and plan training sessions appropriate to the age and ability of the pupil(s).
* Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs and ensure equal opportunity for all pupils.
* Consolidate and extend learning and to encourage pupils to take responsibility for their own learning and development.
* Work with SEN staff and support staff (including prior discussion and joint planning) as required.
* Use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.
* Set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
* Be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
* Assist the Head of Sport and to be part of an effective coaching team by assisting in providing progression and continuity in coaching.
* Communicate any concerns to your line manager.
* Be familiar with all equipment and facilities appropriate to the sport, and to assist in managing equipment and facilities to ensure that training and fixtures are efficient.
* Use IT effectively to communicate with pupils, staff, parents as appropriate and as required by the Head of Sport or Director of Sport.
* Be involved in the organisation and running of an annual Inter-House competition for your Sport if offered.
* Select, referee / umpire and supervise teams to represent the school at sport, in accordance with Sports Departmental policy.
* Be involved with continued professional development to ensure that all coaching is in line with current practices, techniques and styles.
* Be a role model to pupils through personal presentation and professional conduct.

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| * Host opposing school pupils, staff and parents for fixtures. Including meeting and greeting, supervising pupils, officiating and hosting opposing teams, staff and pupils for post-match food and drink.
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| * Wear the appropriate Oundle Sports Kit for your sport.
* Arrive at the particular sports facilities required for coaching on or before the start of the coaching session, and to begin and end coaching sessions on time.
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* Respond to pupil injury and illness in line with school policy.

**All sports staff are expected to:**

* Co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
* Be familiar with the School and Sports Department handbooks and support all the School’s policies.
* Establish effective working relationships with professional colleagues and associate staff.
* Cover for absent colleagues as is reasonable, fair and equitable.
* Support and contribute to the friendly and supportive ethos of the School, in relation to all School staff, users and visitors.
* Maintain the highest professional standards and strive for personal and professional development through active involvement in the School’s appraisal system and performance management procedures.
* Be involved in sports fixtures including refereeing / umpiring and travelling to away fixtures, where required.
* Liaise effectively with parent/carers and with other agencies with responsibility for pupils’ education and welfare.
* Carry out any other duties commensurate with the post as may be reasonably required by the line manager.

**Person Specification**

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

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| Qualifications | Essential  | Desirable | Method of assessment |
| Relevant coaching qualification or equivalent experience | ● |  | Application formInterview |
| First Aid at Work |  | ● |
| Full driving licence with no more than six points |  | ● |
| Refereeing/Umpiring experience/qualifications |  | ● |
| Skills and Experience | Essential | Desirable | Method of assessment |
| Experience of teaching/coaching children | ● |  | Application Form Interview Assessment ExerciseReferences  |
| Experience of working with children and adults | ● |  |
| Good literacy and numeric skills | ● |  |
| Good written and verbal communication skills | ● |  |
| Administration experience |  | ● |
| IT skills |  | ● |
| Team management experience |  | ● |
| Experience of coaching elite sport |  | ● |
| Personal qualities | Essential | Desirable | Method of assessment |
| Good role model | ● |  | Application Form Interview Assessment ExerciseReferences |
| Able to work on own initiative | ● |  |
| Able to work in a team environment | ● |  |
| Able to work flexible hours | ● |  |

Every job description in the organisation will be subject to a review on an annual basis at the time of the annual appraisal meeting and may be reviewed as a result of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.