



April 2020

JOB DESCRIPTION

Post: Cover Coach

Accountable to: Director of Sport

General Duties

Sports Coach:

- To support PE teachers in normal lessons as directed
- To assist in running teams for after school and weekend fixtures (minimum 4 nights per week)
- To assist with residential, sports and Outdoor Education activities as required
- To support the increased involvement of young people in sporting activity
- To assist with the running of the Physical Education department as directed

Cover Supervisor:

Supervision of classes and pupils includes the following elements:

- Supervising work that has been set in accordance with the school policy
- Managing the behaviour of pupils whilst they are undertaking this work to ensure a productive environment
- Responding to any questions from pupils about process and procedures
- Dealing with any immediate problems or emergencies according to the school's policies and procedures
- Collecting any completed work after the lesson and returning it to the appropriate teacher
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- Contributing to the extra-curricular life of the school as appropriate
- Other duties as may be reasonable required

Review

This job description will be subject to periodic review and may be amended at any time after consultation with you.

Mr D P Crouch
Director of Sport

PERSON SPECIFICATION

Job Title: Cover Coach- NJC Pay Scale

	Essential Requirements	Desirable Requirements
Experience:	<p>Successful experience of involvement in Cricket, Hockey or Rugby as a team player.</p> <p>Experience in competitive Cricket, Hockey or Rugby at club level.</p> <p>Experience of coaching Cricket, Hockey or Rugby to a high standard and level.</p>	<p>Experience working in at least one other school or college</p>
Qualifications:	<p>A good standard of general education/ relevant vocational qualifications preferred. Sports Coaching Certificates</p>	<p>A qualification in Health or Sports Science at Diploma or Degree level</p> <p>PE coaching qualifications</p> <p>First Aid qualification</p> <p>D1 Drivers Licence</p>
Knowledge and Skills:	<p>Excellent PE coaching skills.</p> <p>A clear understanding of the range of sports available in schools, the competition rules relating to them and technical training methods.</p> <p>Excellent inter-personal and communication skills.</p>	<p>A good understanding of sports leadership skills</p> <p>A good knowledge of health and safety matters related to sport</p> <p>A good knowledge of first aid.</p>
Aptitudes:	<p>Ability to work effectively under pressure and maintain an optimistic and positive attitude.</p> <ul style="list-style-type: none"> • Able to maintain personal drive and energy. • Ability to relate well to people at all levels. • An aptitude to work as part of a team whilst also being self-motivated and action-orientated. • A high level of personal organisation skills. • An ability to manage your own personal stress levels. • A commitment to provide a quality support to the pupils and parents of Langley Park School for Boys. • Personal integrity, dedication and commitment to the school 	<p>A real interest in lifelong learning and the work of schools within the community.</p> <p>Being ready to take advantage of additional training towards a more flexible working role within the school.</p> <p>Able to contribute strongly to the cultural life of the school.</p> <p>An active interest in Music/Drama/Outdoor Activities.</p>
Circumstances:	<p>Willingness to work irregular hours on occasions.</p>	<p>A willingness to be involved in sports tours.</p>