



## Job description

<b>Role</b>	<b>Sports Coach/PE Teacher</b>
Job purpose	<p>To coach children from year 3 - 13 and should be able to coach sport to a high standard in either – Rugby or Cricket.</p> <p>To support the Head and the SLT in the implementation of all aspects of school policy in order to maintain the aims and ethos of the school and the School as a whole.</p> <p>To embrace and demonstrate the characteristics set out in the School Professional Teacher Standards: to be Caring, Effective, Engaged, Confident, Creative and Reflective practitioners.</p> <p>To demonstrate School values and high standards of professional conduct at all times.</p>
Accountable to:	Director of Sport, The Head and Senior Leadership Team
Accountabilities:	<p><b>Coaching</b></p> <ul style="list-style-type: none"><li>• To plan and coach sessions throughout the year for all ages and abilities (year 1-13). Specialist sports to include rugby and/or cricket. Experience coaching hockey, netball, football and athletics is also a benefit</li><li>• To contribute to our fixtures programme through preparing teams and running matches and competitions, on weekdays and the occasional weekend</li><li>• Contribute to our extra-curricular club provision through the delivery of sports clubs</li><li>• Have a clear understanding of the needs of all our pupils, set high expectations to ensure that the children have a positive and enjoyable experience of sport at Ipswich High School</li><li>• Take positive steps to ensure all pupils have access to sport and are included</li><li>• Work alongside the Director of Sport and all department to ensure there is an excellent provision of sport for our pupils</li><li>• Play an active role in our whole school sports programme, supporting training sessions, fixtures, and events</li><li>• Contribute to the co-curricular sports provision, and Saturday sport commitments, should they arise.</li><li>• Follow schemes of work for PE at all Key stages as set out by the curriculum leader</li><li>• Provide clear and accurate reports of pupils progress and targets for improvement through the schedule of annual reporting.</li><li>• Be a role model for pupils, inspiring them to be actively interested in PE</li><li>• Prioritise and manage time effectively</li><li>• To follow the school policies and procedures</li></ul>



- To maintain discipline in accordance with the school procedures, and to encourage good practice regarding punctuality, behaviour and standards of work
- Updating professional knowledge and expertise as appropriate to keep up to date with developments in coaching practice and methodology

### **Teaching and learning**

*Having regard to the curriculum, plan and teach challenging, well-organised lessons and sequences of lessons, informed by secure subject knowledge, specifically by:*

- Using an appropriate range of teaching strategies and resources, including e-learning, which meet learners' needs and expectations and are designed to raise levels of attainment.
- Building on the prior knowledge and attainment of earlier learning in order that learners meet their learning objectives and make sustained progress.
- Developing ways to encourage, challenge and inspire pupils to apply new knowledge, understanding and skills and deepen them further.
- Using language appropriate to learners, introducing new ideas and concepts clearly, and using explanations, questions, discussions and plenaries effectively.
- Managing the learning of individuals, groups and whole classes effectively, using teaching techniques appropriate to suit the stage of the lesson and the needs of learners.
- Maintain an up-to-date working knowledge and understanding of a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential, incorporating these in the planning and delivery of lessons.
- Assessing, recording and reporting on the development, progress and attainment of pupils.
- Advising and co-operating with the Head and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- With reference to learners' individual learning objectives, planning, setting, supporting and assessing classwork, homework and other out-of-class assignments and coursework for examinations, where appropriate and reasonable, to sustain learners' progress and to extend and consolidate their learning.
- Contributing as appropriate to the development of schemes of work and adhering to schemes of work when planning and teaching.
- Knowing and implementing the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those relating to public examinations and qualifications.



- Organising the classroom and learning resources and creating displays to encourage a positive learning environment;
- Participating with the line manager in using school and national statistics to monitor the progress of pupils and raise levels of attainment.
- Providing pupils, colleagues, parents and carers with timely, accurate and constructive feedback on pupils' progress, attainment and areas for development.
- Working collaboratively across the department and school.
- Managing pupils' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the school's behaviour policy.
- Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations.

### **Pastoral**

*Work with colleagues to create a positive culture of pupil welfare and behaviour, including taking an active role in pastoral matters, by:*

- Supporting and contributing to the school's responsibility for safeguarding and promoting the welfare and well-being of pupils.
- Being aware of school safeguarding procedures and taking appropriate action within these procedures when necessary, working with colleagues and external agencies and services.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- Acting as Form Teacher with associated duties.
- Liaising with appropriate Head of Year, attending pastoral meetings when necessary.
- Leading and participating in Assemblies.

### **Marketing and external links, including public occasions**

*Contribute to the positive promotion and marketing of the school and in the local and wider community, where possible, by:*

- Actively participating in educational outreach and promoting the key stage, phase or department within the school community to encourage pupils' interest in the subject area or school.
- Promoting the whole school in a variety of different contexts, including attending marketing events where appropriate, and in interactions with parents and prospective parents and pupils.

### **Management and administration**

*Undertake administrative and organisational tasks related to the duties of teaching and to ensure the smooth running of classes and the department by:*



	<ul style="list-style-type: none"><li>• Contributing to the professional development of other teachers and support staff, including the induction and assessment of new teachers.</li><li>• Coordinating or supervising the work of those who provide support for teachers in the department (i.e. technicians or teaching assistants), where required.</li><li>• Taking part as required in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li><li>• Ordering and allocating of equipment and materials where required.</li></ul> <p><b>Training and development of self and others</b> <i>Maintain an up-to-date knowledge and understanding of all aspects of teaching and pedagogy by:</i></p> <ul style="list-style-type: none"><li>• Reviewing own methods of teaching and programmes of work.</li><li>• Evaluating own performance and being committed to improving own practice through appropriate training and professional development.</li><li>• With the line manager, engage actively in any process of appraisal or performance review for self and for those supervised.</li></ul> <p><b>General Responsibilities</b></p> <ul style="list-style-type: none"><li>• Always act as an excellent ambassador for Ipswich High School</li><li>• Build and maintain good working relationships with all colleagues</li><li>• Assist as necessary in other areas of school life at peak times</li><li>• Proactively identify areas for improvements within the school sports programme</li><li>• Take care of your own health and safety and that of people who may be affected by what you do (or do not do)</li><li>• Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare</li></ul>
General requirements	<p><b>All teaching staff are expected to:</b></p> <ul style="list-style-type: none"><li>• Work towards and support the school vision and the current school objectives outlined in the School Development Plan.</li><li>• Maintain high professional standards of attendance, punctuality, appearance, and conduct. Demonstrate positive and courteous relations with pupils, colleagues, parents and any external personnel.</li><li>• Adhere to school policies, as amended from time to time, and as set out in School policies.</li><li>• Contribute towards organising, participating in or delivering on the school's programme of enrichment activities.</li><li>• In accordance with School policy, provide cover for absent colleagues by supervising and so far as is practicable, teaching pupils.</li><li>• Participate in meetings at the school, which relate to the curriculum or the administration or organisation of the school,</li></ul>



	<p>including pastoral arrangements, or for any purpose as reasonably decided by the Head.</p> <ul style="list-style-type: none"><li>• Carry out lunchtime duties – supervising pupils at lunch, as reasonable.</li><li>• Attend all relevant parents' meetings/evenings, which may take place during the school day and in the evening.</li><li>• Support pupils and colleagues by attending some school productions, functions, trips and events as appropriate, and contributing, where possible, to the wider life of the school.</li><li>• Carry out such other associated duties as are reasonably assigned by the Head.</li></ul>
Review and amendment	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review, in consultation with the employee.</p>

**Notes:**

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- This job description sets out the main duties associated with the stated purpose of the post. The duties listed above are representative but not exhaustive and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised
- This job description is not necessarily a comprehensive definition of the post. It will be regularly reviewed and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head
- The post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Head or line manager
- This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their particular duties



## Person Specification: Sports Coach/PE Teacher

### Skills required

Secondary teachers' example : Ability to teach specialist subject up to A level	Essential
Ability to use a range of teaching strategies in order to meet the needs of all pupils	Essential
Sound behaviour management skills and discipline, both inside and outside the classroom	Essential
Dedication to promoting subject or key stage within the school and marketing within and outside school	Essential
Ability to communicate effectively, both verbally and in writing, with colleagues, school-based staff, governors and external bodies	Essential
Excellent interpersonal skills, able to work effectively and harmoniously with others (including pupils, colleagues and parents)	Essential
Excellent organisational and time management skills with the ability to prioritise and work to deadlines	Essential
Ability to work on own initiative and react to competing demands	Essential
Ability to maintain confidentiality	Essential
Confident user of ICT	Essential

### Knowledge Base

Experience of working in a successful department at KS2 to KS5	Desirable
Knowledge of latest developments within teaching	Desirable

### Qualifications/Attainment

Well qualified graduate	Essential
Qualified teacher status, or willingness to gain qualification within a reasonable period	Essential
Proven track record of academic success within the subject area or phase or NQT equivalent	Essential
Level 2 coaching certificate	Essential
Level 3 coaching certificate	Desirable



## Experience

Experience of planning and delivering high-quality sports coaching across a range of age groups and ability levels, with particular expertise in Rugby, Football or Cricket.	Essential
Experience of teaching this subject	Essential
Proven experience of successfully contributing to or running Enrichment Clubs and activities	Desirable
Experience of working within a successful team	Desirable

## Personal attributes

Enthusiastic, positive and hard working	Essential
A passion for education	Essential
Commitment to the safeguarding of children and young people	Essential
Ability to inspire, motivate and support pupils	Essential
Flexible and approachable attitude	Essential
Ability to solve problems, make sound judgements and take decisions	Essential
Ability to work under pressure, on own initiative, accurately and with attention to detail	Essential
Commitment to the improvement and development of own teaching and performance	Essential
The drive and stamina to provide excellent opportunities for all pupils in the school	Essential
Willingness to play a part in the overall developments of the school	Essential
Commitment to maintaining the caring and supportive ethos of the school	Essential

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