



# Recruitment Pack

Ash Grove Primary Academy  
Sports Coach





We are currently a Trust of nine primary academies and are supporting other local primary schools as they look towards joining the Trust. We envisage our family growing over the next academic year. The focus of our Trust is to work with primary schools across the Wakefield District. Our VISION is to develop a community of schools working together to achieve excellent outcomes for all.

Since our establishment in 2016, the Trust has come a long way. Five of our nine schools have been inspected by OFSTED following conversion and the outcomes of each inspection have been positive, each report has highlighted strong and positive support from the Trust.

Our aim is to support schools through collaboration. We will ensure that our academies are able to provide an excellent education for children, families and community they serve. We believe in freeing teacher and leaders from bureaucracy to concentrate on providing they very best teaching, learning support and development that every child deserves.

We aim to deliver continuously improving educational opportunities and exciting educational experiences to all our pupils to share with their communities.

I wish you well with your application and look forward to hearing from you.

Sue Vickerman

CEO

The journey we have been on over the last 12 months serves to illustrate how we are making INSPIRE a very forward thinking and innovative Trust. Please read our **Annual IMPACT Report** available on the home page of our website: [www.ipmat.co.uk](http://www.ipmat.co.uk).

We wish to grow our Trust and believe we have a compelling offer for others to join. Please look at our Trust Prospectus which is also available on the home page of our website: [www.ipmat.co.uk](http://www.ipmat.co.uk).



Our Trust is made up of nine primary academies, all within the Wakefield District.



# At Inspire Partnership Multi-Academy Trust, our values are central to all we do:

## Respect

Where respect is the foundation of each school community, built upon professionalism, appreciation for diversity and embracing individuality.

## Recognition

Where all individuals are recognised for their dedication and commitment leading to shared success for all.

## Responsibility

Where responsibility, trust and openness underpin all we do. Forming a shared responsibility for professional collaboration and individual accountability, we make a difference to the children in the communities in which we serve.

## Resilience

Where all individuals are resilient: striving for excellence, embracing challenge and collaborating with confidence and courage.



# Job Description

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**Post Title:**

Sports Coach

**Grade:**

Grade 5– SCP 7-11

**Reporting to:**

Headteacher

**Purpose of Job:**

- To assist the Leadership of the school in providing the delivery and development of PE and School Sport
- To uphold and promote the Academy's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.
- To promote the safety and wellbeing of students.

# Requirement for the post

	Essential	Desirable
<b>Qualifications /Training</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths (Min C or Grade 4)</li> <li>Specialist Sports/PE Qualification i.e. (BTEC)</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of Microsoft Office, including Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate knowledge of First Aid</li> <li>Child Protection issues, data protection, Health, Safety &amp; Security issues.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of running sporting activities for young children</li> <li>Experience of completing tasks to deadlines</li> <li>Experience in following instructions, procedures and policies</li> </ul>	<ul style="list-style-type: none"> <li>Working or caring for children.</li> </ul>
<b>Physical Skills</b>	<ul style="list-style-type: none"> <li>Occasionally working outside of normal working hours may be required</li> <li>Effective use of resources</li> </ul>	
<b>Competencies and other skills required</b>	<ul style="list-style-type: none"> <li>Be able to work effectively as a team member</li> <li>Possess sound planning and organisational skills</li> <li>Be able to work flexibly and meet deadlines</li> <li>Good written &amp; oral communication skills</li> <li>Ability to work with a minimum of supervision</li> <li>The ability to relate well with children and adults.</li> <li>The ability to work as a member of a team.</li> <li>Committed to personal development</li> <li>Willing to contribute to the positive culture and ethos of the school</li> <li>A positive and friendly attitude</li> <li>Self-motivation</li> <li>Professional conduct and appearance</li> </ul>	

# Specific Duties & Responsibilities

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The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

- Support the work of school staff to deliver high quality PE and school sport.
- Take a lead role in the school to deliver the aims of the Sports premium so that it gives long lasting impact
- Take a lead role in the preparation of the Sports Premium Funding Document
- Prepare, assist, lead and review PE and School Sport sessions across the school from nursery to year 6.
- Assist with assessment data and Portfolio's for Assessment of Pupil's Progress
- Lead and deliver extracurricular activities to include After School Clubs and lunchtime provision
- Contribute to joint working with other organisations and represent the school at those organisations
- Take a lead role in the development of PE and School Sport to include the external schools' leagues and competitions
- Arrange publicity or photographs for necessary achievements and ensure that the impact of school sport is documented
- Keep in order, set up, take down and store activity equipment
- Complete and maintain all appropriate data and administration associated with the role of PE and School Sports Development
- Promote Health, Safety and Welfare in PE and School Sport
- Support Equality and Diversity in PE and School Sport
- Support the delivery of sport as a key facilitator of good mental health

## Employees (Supervision)

None

## Financial:

None

## Physicals:

Effective use of resources as determined by the Headteacher or School Business Officer

## Customers and Clients:

The post involves some direct impact on the well-being of pupils through undertaking tasks or duties related to the post.

## Working Conditions:

- The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.
- The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.

## Characteristics of the post:

- Employees are encouraged to participate in training activities in order to enhance their own personal development.
- All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

### Employment checks required of this post:

- Evidence of entitlement to work in the UK
  - Evidence of essential qualifications
    - Two satisfactory references
    - An Enhanced DBS Certificate
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)