
Sports Coach and PPA Cover

Grade : **Scale 6**

Line Manager: **PE Lead / Senior Leadership Team**

Main purpose of the job

To deliver high-quality physical education and school sport provision across the primary school through PE PPA cover, lunchtime activities, after-school clubs, and the coordination of competitive sport. The postholder will promote physical activity, wellbeing, inclusion, and sporting achievement while leading the organisation of both intra-school and inter-school competitions and contributing to the development of the school's sporting offer.

Supervisory responsibility

None, other than assisting with the induction and familiarisation of new staff or volunteers where required.

Main responsibilities and tasks

PE PPA Cover

- Plan and deliver engaging, safe, and inclusive PE lessons across EYFS, Key Stage 1, and Key Stage 2 in line with the National Curriculum and school policies.
- Provide high-quality PE PPA cover for class teachers.
- Adapt activities to meet the differing needs, abilities, and interests of pupils.
- Promote high standards of behaviour, participation, teamwork, and sportsmanship.
- Monitor and provide feedback on pupil participation and progress where appropriate.
- Prepare, maintain, and store sports equipment safely and effectively.
- Ensure all lessons and activities are delivered in accordance with health and safety requirements.

Lunchtime Physical Activity Provision

- Organise and lead structured sports, games, and physical activity sessions during lunchtime.
- Encourage active participation and positive play behaviours.
- Support pupils in developing confidence, resilience, cooperation, and social skills.
- Promote inclusive opportunities that engage pupils of all abilities and backgrounds.

After-School Sports Clubs

- Plan, organise, and deliver a range of high-quality after-school sports clubs.
- Develop pupils' sporting skills, confidence, fitness, and enjoyment of physical activity.
- Monitor attendance and participation levels.
- Promote club opportunities across the school and encourage broad participation.

School Sport Competitions and Events

- Lead the organisation, coordination, and delivery of both intra-school and inter-school sports competitions.
- Develop and implement a programme of competitive sporting opportunities throughout the academic year.
- Select, prepare, and support pupils participating in competitions, festivals, and sporting events.
- Liaise with local schools, sports partnerships, governing bodies, and external providers regarding fixtures, events, and competitions.

- Organise team training sessions and support pupils in developing the skills and confidence required for competition.
- Ensure appropriate supervision, safeguarding, risk assessments, and health and safety procedures are in place for all sporting events.
- Maintain records of participation, results, achievements, and pupil engagement.
- Promote inclusive competition opportunities and encourage participation from pupils of all abilities.
- Support the school's commitment to achieving and maintaining high standards in PE and School Sport.

PE and School Sport Development

- Contribute to the development and promotion of PE, physical activity, and school sport across the school.
- Support whole-school initiatives that encourage healthy lifestyles and physical wellbeing.
- Assist in the organisation of sports days, enrichment activities, themed events, and other school sporting occasions.
- Contribute ideas for improving participation, engagement, and sporting opportunities for pupils.

Safeguarding and Welfare

- Promote and safeguard the welfare of all children and young people.
- Follow all school safeguarding, child protection, behaviour, health and safety, and equality policies.
- Report concerns in line with school procedures.
- Act as a positive role model and uphold the values and ethos of the school at all times.

General Responsibilities

- Work collaboratively with teaching staff, support staff, school leaders, parents, and external partners.
- Maintain accurate records and administrative documentation related to PE, clubs, and competitions.
- To provide appropriate support to pupils who are unwell, distressed or injured and seek assistance when required.
- To comply with school policies and procedures relating to safeguarding, child protection, health and safety, confidentiality, equality and data protection, reporting concerns to the appropriate person.
- To support the supervision of pupils during breaktimes, lunchtimes, educational visits and other school activities as required.
- To attend meetings, training and professional development activities relevant to the role.
- To undertake any other duties commensurate with the grade of the post as directed by the Headteacher.
- The postholder will be expected to carry out all duties with due regard to the school's policies and procedures and to promote equality, diversity and inclusion in all aspects of their work.

School Standards

Equal Opportunities

The school has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work. Beavers Community Primary School is an Equal Opportunities employer. We welcome applications from all sections of the community, irrespective of religion, race, age, colour, gender, sexuality or disability.

Health and Safety

The school is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

Confidentiality, Data Protection

The school is committed to maintaining privacy of all its staff, pupils and stakeholders. It expects all staff to handle all individuals' personal information and confidential school information in a sensitive and professional manner, including at the point of disposal of data and data storage devices. This post deals with highly confidential and sensitive data and there are particularly rigorous expectations about confidentiality and data protection.

All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

All staff must comply with policies regulating the proper use of computers, email and the internet.

Safeguarding / Child Protection

The school is committed to maintaining appropriate professional standards at work and safeguarding children. It expects all staff to familiarise themselves with and adhere to the 'Code of Conduct' and all safeguarding and child protection guidance, policies & procedures.

The post holder is responsible for formally notifying the Headteacher directly of any changes to status and must, for safeguarding reasons and at the earliest possible time, disclose all new information about cautions, reprimands, final warnings, police enquiries, pending prosecutions, convictions, criminal charges or summonses subsequent to the last DBS Enhanced disclosure.

Signatures – Headteacher and job holder

Signed..... Dated:.....
Postholder

Signed..... Dated:.....
Headteacher

The duties of this post will change and develop over time. It is the postholder's responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary.