



JOB DESCRIPTION

Post: Sports Coach (focus on Netball)

Responsible to: The post-holder will be directly responsible to the Director of Sport.

Hours of Work and Salary Grade:

Support Staff pay scale 23 -25 with an actual starting salary of £26,139. This equates to a working week of 8:30am to 5:30pm for 4 days per week and 1 day of the week 8:30am to 4pm with 3 hours for some Saturday mornings **during Term Time**. These times are approximate and flexibility will be required (i.e. some weeks will necessitate these hours and other weeks will not).

In addition, the post holder will be expected to work on staff training (INSET) days, of which there are usually five each academic year.

The post

We are looking for someone with drive and ambition who will be able to contribute positively to the PE Department throughout the School. The successful candidate will need to demonstrate excellent knowledge in the breakdown of skills to make learning accessible to all pupils and an ability to make learning fun and enjoyable.

THE PHYSICAL EDUCATION DEPARTMENT

The Physical Education Department provides sporting activities, both individual and team, which form a vital part of a pupil's education. In the early years, pupils follow the major sports and games, whilst in the senior years a wider variety of activities is offered to continue the encouragement of exercise as an integral part of a healthy lifestyle. We offer Scholarships for both dance and sport at the start of Year 7.

There are five full time teachers and one part time teacher, one part time swimming coach and a support member of staff within the department, amongst whom sharing of good practice and resources is encouraged.

Facilities

The facilities include a floodlit Astroturf hockey pitch, which accommodates 12 tennis courts in summer, 4 netball courts, 2 of which are floodlit and an indoor heated swimming pool. These facilities are in addition to our state-of-the-art sports hall with climbing wall, a fitness suite, a dance studio and a departmental office and work area.

The department encourages pupils to take part in PE outside normal lesson. There is a varied and interesting programme of activities available to pupils, including gymnastics, dance, hockey, rock climbing, trampolining, cricket, football, badminton, handball, netball, water polo, athletics, swimming, fitness training, tennis and rounders. Pupils participate in these activities at all levels, from recreational to elite.

SPECIFIC DUTIES & RESPONSIBILITIES

- To plan and prepare sports activities for students, according to their age and aptitude, during lunchtime and after school sessions in both the Prep Department (pupils aged 4 to 11) and the Senior School (pupils aged 11 to 18).
- To work with the Director of Sport and other teachers in the PE department to organise and run fixtures and tournaments, both home and away.
- To support timetabled afternoon PE lessons by providing small group coaching and by covering for PE teachers in the case of absence.
- To keep accurate records including registers, team-sheets, selection information, results, video analysis reports / feedback, and player reviews.
- To co-operate with the Director of Sport, carrying out any reasonable duties at their request, and to advise on resources.
- To maintain good order and discipline among the students of the School and safeguard their health and safety, both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere.
- To carry out any other reasonable duties at the request of the Head Mistress

This job description may be subject to reasonable changes in the future, to reflect changing circumstances and to aid professional development.

ESSENTIAL CRITERIA

- Level 1 coaching qualification in at least one sport out of netball, hockey or football; preferably netball
- Ability and willingness to confidently referee/umpire in at least one sport out of netball, hockey or football; preferably netball
- Willingness to support the teaching and coaching of other sports offered at the school.
- Excellent interpersonal and communication skills
- The ability to work calmly under pressure and to relate to a wide range of people within the school.
- The ability to work as part of a team
- Pleasant and approachable manner and smart appearance.
- Reliable and responsible
- A “can do” attitude
- Ability to use initiative
- Computer literate
- Willingness to engage in training and professional development

DESIRABLE CRITERIA

- Umpiring/refereeing qualification in at least one other sport out of netball, hockey or football
- Level 2 coaching qualification in at least one other sport out of netball, hockey or football
- Minibus driver qualification.

PERSON SPECIFICATION

- Applicants must share the commitment of the School to safeguarding and promoting the welfare of children at all times
- Good communication and inter-personal skills.

- The ability to prioritise tasks, meet deadlines and manage workload.
- The ability to be flexible and adaptable to the varying demands of the department.
- Reliability with respect to attendance and punctuality, smart appearance and a sense of humour

Manchester High School for Girls (the School) is committed to acting in the best interests of the child and will take actions to enable all pupils to have the best outcomes. The safety and welfare of children is the statutory responsibility of all those who come into contact with them in the School.

All staff, volunteers and governors will be proactive in trying to identify possible safeguarding issues and will report concerns immediately to one of the School's Designated Safeguarding Leads (DSL's).

OTHER INFORMATION

- This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- MHSG is committed to equal opportunities for all of its employees and its policy is available on request.
- The School has a no-smoking policy throughout the premises, and a smart dress code.
- Applicants should note that the School is committed to safeguarding and promoting the welfare of children. All applicants who are offered employment will be subject to an enhanced criminal record check and the Children's Barred List check for the Child Workforce from the Disclosure & Barring Service (DBS) which must be cleared before the appointment is confirmed. Candidates will be required to submit the subsequent DBS certificate to the School prior to their employment.
- All candidates are also required to present their examination qualifications for inspection at the interview stage
- In accordance with the Asylum and Immigration Act 1996, the Governing Body will require candidates to provide documentary evidence at interview that they are legally entitled to live and work in the United Kingdom.
- Manchester High for Girls adheres to the Data Protection Act 2018. We will obtain information about you including any criminal convictions you may have. All information will be kept confidential and it will only be used to process your application. If your application is unsuccessful, all your information will be deleted from our systems and disposed of in a secure manner.
- Upon appointment the successful candidate will be required to complete a medical questionnaire which will be kept on their confidential personnel file.
- The School website, www.manchesterhigh.co.uk, is regularly updated and has a wide range of additional information, including the full ISI Regulatory Compliance Inspection and Educational Quality report.