



## SYLVESTER PRIMARY ACADEMY

St. John's Road, Huyton, Knowsley, L36 0UX

Telephone: 0151 477 8320

Principal: Ms R Harrison B.Ed. (Hons) N.P.Q.H,

Vice Principal: Miss H. Brenchley B.Sc. (Hons) P.G.C.E, PG Cert SENCo

### **Sports Coach**

**Scale 1/2 SCPI0-13 £16,863- £17,391**

**27.5 hours per week, Term Time (43.5 weeks)**

**£10,456 - £10,783 (actual salary)**

**One Year Fixed Term Contract (linked to funding)**

We are seeking to employ a competent sport coach to support and develop high quality Physical Education across school.

The role will include:

- Supporting the development of the PE curriculum under the direction of the class teacher
- Assisting with playtime and lunchtime sports activities that promotes inclusion and acceptance of all pupils
- Further developing our already established high quality sports based after school clubs
- Working in collaboration with the school PE Lead to evidence and support applications for school sport accreditations
- Being organised, using own initiative, working well as part of a team and acting as a role model

We can offer you:

- Fantastic, eager children with a thirst for learning
- A dynamic, friendly staff who are passionate about raising standards and aspirations for all children
- A well-resourced school both internally and externally
- A supportive and reflective Senior Leadership Team and Governing Body
- An opportunity to develop your career through effective CPD opportunities



# Wade Deacon Trust

Interim CEO: Mr I Kirkham

Innovation Enterprise Centre, Birchfield Road,  
Widnes, WA8 7TD

[www.wadedeacontrust.com](http://www.wadedeacontrust.com)

Company No: 08278808

Sylvester Primary Academy is a one form entry school with 237 pupils on roll, including a Nursery. In the most recent Ofsted report (October 2013), the school was judged to be a 'Good' school where the Behaviour and Safety of Pupils was described as Outstanding.

Wade Deacon Trust is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced Disclosure and Barring Service check. Further details can be found at:

<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

To comply with the Asylum and Immigration Act 1996 all prospective employees will be required to supply evidence of eligibility to work in the UK.

Closing date: 12 noon – 2<sup>nd</sup> October 2018



Dear Applicant,

Thank you for your interest in this post at Sylvester Primary Academy. We are extremely proud of our learning community and how pupils and staff work together in order to achieve the highest possible educational outcomes.

This application pack is designed to help you decide whether or not you feel this school is one in which you would like to further your career by helping our young learners to raise their standards of attainment to their maximum potential.

To apply for this post;

1. Review the detail contained in this information pack.
2. Complete the Application Form, ensuring that all boxes are filled in.
3. Outline, in no more than two sides of A4 (Arial font size 12), why you are interested in this post and how you have prepared yourself so far, what contributions you feel you can make to pupils' development within our school, and any particular areas of strength and expertise you feel you may have
4. Complete the Supplementary Information Form.

Please note that we do not accept or require your CV.

If you have any difficulty downloading the application form, please contact the Trust HR team at [hr@wadedeacon.co.uk](mailto:hr@wadedeacon.co.uk) or by telephone on 0151 423 2721 to request a hard copy by post.

Completed application forms should be sent to [jobs@wadedeacon.co.uk](mailto:jobs@wadedeacon.co.uk) with "Sports Coach" as the subject line. If you are unable to email your application, you may post your application to Sylvester Primary Academy, St. John's Road, Huyton, Knowsley, L36 0UX with the envelope clearly marked 'Sports Coach Vacancy'

Applications will be assessed on evidence of professional competence, communication skills, leadership qualities and personal attributes.

We look forward to receiving your application.

Yours faithfully,

Ms R Harrison  
Principal



## JOB DESCRIPTION

### General Information

**Job Title: Sports Coach**

#### **Job Purpose:**

- To work under the direction/instruction of senior staff, providing general support to staff and pupils, including the preparation and routine maintenance of resources/equipment within the designated department.

#### **Responsibilities:**

##### **Support for the pupil**

- Support the development of the PE curriculum under the direction of the class teacher
- Assist with playtime and lunchtime sports activities that promote inclusion and acceptance of all pupils
- Further develop the already established high quality sports based school clubs
- Undertake basic record keeping as directed including recording children's university
- Establish good working relationships with pupils, acting as a role model
- Encourage pupils to act independently as appropriate
- Promote self-esteem and independence
- To administer basic first aid where appropriately trained

##### **Support for the teacher**

- Work collaboratively with the PE Lead to evidence and support applications for school sport accreditations
- Be organised, using own initiative, working well as part of a team and acting as a role model
- Ensure or be responsible for the maintenance of a clean and orderly working environment
- Assist teaching staff with learning activities ensuring health and safety and good behaviour of pupils
- Provide minimal clerical/admin support e.g. photocopying, printing, displays etc. as required

##### **Support for the school**

- Adopt the whole school behaviour for learning framework to enable all pupils and staff to work productively
- Work as part of a wider team of staff to enhance learning resources and plan collaboratively
- Be aware of and support differences and ensure all students have equal access to opportunities to learn, develop and feel valued, respecting their social, cultural, linguistic, religious and ethnic background



- Undertake personal development through training and other learning activities including performance management as required

This is not a comprehensive list of all tasks which may be required by the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **Personal Competencies:**

### **The post holder should have the ability to:**

- vocalise the school's vision and aspiration to be a World class school
- be a strong, positive advocate for change
- have excellent attendance
- understand the importance of high expectations across the school and follow all school policies
- support pupils and members of staff in striving for success
- be flexible and adaptable to any change in circumstances in order to maintain high outcomes
- be positive at all times
- have excellent communication, ICT and organisational skills
- be a role model and act as an ambassador for the Wade Deacon Trust in and outside of the school by speaking positively about the school in the community; upholding a 'Commitment to Excellence' at all times; by dressing appropriately and smartly in a suit or smart skirt / dress / trousers and jacket.

## **GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.



## PERSON SPECIFICATION – SPORTS COACH

CRITERIA	ESSENTIAL	DESIRABLE
<b>A. Education and training</b>	<ul style="list-style-type: none"><li>• Sports Coaching Level 2</li><li>• GCSE qualification or equivalent in Maths/numeracy and English/literacy</li><li>• Evidence of Continuous Professional Development</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a school environment</li></ul>
<b>B. Skills and abilities</b>	<ul style="list-style-type: none"><li>• The ability to maintain stock records and maintain inventory systems</li><li>• The ability to prepare equipment for lessons</li><li>• ICT skills in the use of Microsoft office</li><li>• Planning and organisational skills</li></ul>	
<b>C. Knowledge &amp; Experience</b>	<ul style="list-style-type: none"><li>• Awareness and understanding of current Health &amp; Safety</li></ul>	<ul style="list-style-type: none"><li>• Awareness and basic understanding of school curriculum</li></ul>
<b>D. Personal qualities</b>	Evidence of: <ul style="list-style-type: none"><li>• The ability to relate to and motivate staff, parents and pupils</li><li>• The ability to listen to and understand others</li><li>• Constant and consistent expectations of high standards</li><li>• The ability to relate well to children and adults</li></ul>	
<b>E. Approach to work</b>	Evidence of: <ul style="list-style-type: none"><li>• High motivation and professional commitment</li><li>• A commitment to and understanding of equality of opportunity.</li></ul>	

### Once in post, the post holder will:

- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;

### Context

#### The Wade Deacon Trust

Sylvester Primary Academy is a primary school in a growing multi-academy trust; Wade Deacon Trust. Senior Leaders from the trust work to support and develop partner academies.

<https://wadedeacontrust.com/>  
[www.sylvesterprimaryschool.co.uk](http://www.sylvesterprimaryschool.co.uk)