



April 2025

Job Title: PE and Sports Coach (Infant & Junior Schools)

Location: Woolenwick Infant and Nursery School & Woolenwick Junior School, Stevenage, UK

Salary: H5-H6 or Unqualified Teachers Scale

Key Responsibilities:

- **Curriculum Delivery:**
 - Plan, prepare, and deliver engaging and inclusive curriculum PE lessons across all year groups in both the Infant and Junior Schools, ensuring progression and differentiation to meet the needs of all learners.
 - Work alongside class teachers to enhance their subject knowledge and delivery of PE.
 - Assess pupil progress in PE and provide constructive feedback to support their development.
 - Ensure the PE curriculum aligns with national guidelines and school policies.
- **Subject Coordination:**
 - Lead and coordinate the PE subject across both the Infant and Junior Schools, ensuring a cohesive and progressive approach.
 - Develop and implement a long-term vision and strategic plan for PE and school sport.
 - Monitor and evaluate the quality of PE teaching and learning across both schools.
 - Manage the PE budget and resources effectively.
 - Keep up-to-date with current developments and best practices in PE and school sport.
- **Extra-Curricular Activities:**
 - Plan, organise, and run a diverse range of extra-curricular sports clubs and activities before, during (lunchtime), and after school, catering to the interests and abilities of all pupils.
 - Promote participation in extra-curricular activities and ensure they are well-attended and enjoyable.
 - **Record and monitor attendance at all lunchtime clubs, after-school clubs, fixtures, and events.**
- **Fixtures and Events:**
 - Organise and manage school participation in inter-school sports fixtures and competitions.

- Liaise with Stevenage Sporting Futures regarding upcoming events and opportunities for both schools.
- Plan and run internal school sports events.
- Ensure all fixtures and events are appropriately risk-assessed and adhere to safety guidelines.
- **Annual Sports Day:**
 - Organise and run the annual sports day for both the Infant and Junior Schools, ensuring it is inclusive and engaging for all pupils.
- **Staff Development:**
 - Lead and deliver Continuing Professional Development (CPD) sessions for staff on aspects of PE teaching and learning.
- **School Games Mark:**
 - Maintain records and apply annually for the School Games Mark awards, ensuring the school meets the required criteria.
- **Sports Apprentice Coordination and Line Management:**
 - Line manage and mentor Sports Apprentices working across both schools, providing guidance, support, and regular feedback.
 - Coordinate the deployment and workload of Sports Apprentices to ensure they gain valuable experience and contribute effectively to the PE and sports provision.
 - Liaise with apprenticeship providers to ensure the apprentices' training and development needs are met.
 - Support the professional development of Sports Apprentices, including setting targets and conducting performance reviews.
 - Ensure Sports Apprentices adhere to school policies and procedures, including safeguarding.
- **Liaison and Partnerships:**
 - Establish and maintain strong working relationships with Stevenage Sporting Futures, attending meetings and participating in relevant initiatives.
 - Liaise with external sports providers and coaches to enhance the school's sports provision.
 - Communicate effectively with parents/carers regarding PE and sporting opportunities.
 - Work collaboratively with other school staff to promote a whole-school approach to health and well-being.

General Responsibilities:

- Work collaboratively with senior leadership, staff, and external agencies.
- Maintain accurate records and ensure data confidentiality.
- Contribute to the wider life of the school.
- Safeguarding children, and ensuring all actions are in line with school policy.

Health and Safety:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality, security, data protection; and report all concerns to an appropriate person
- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.