



# THE PORTSMOUTH GRAMMAR SCHOOL

## PGS JOB DESCRIPTION – JUNIOR SCHOOL SPORTS COACH (PART-TIME, TERM TIME)

**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**

### Summary of the role

The Portsmouth Grammar School is a leading co-educational day school known for excellent teaching, superb pastoral care and wide-ranging co-curricular opportunities.

We are very much a family school and are pleased to offer an education across the age range. Our Pre-School for 2½ to 4 year olds, the Junior School for children aged 4 to 11 and a Senior School for students aged 11 to 18, are all dedicated to helping girls and boys thrive and to reach their potential.

The Portsmouth Grammar Junior School enjoys a reputation for providing outstanding opportunities for the development of pupils' knowledge and enjoyment of physical education as well as the acquisition and application of sporting skills.

Sports Coaches in the Junior School work under the direction and supervision of teachers to deliver an excellent standard of coaching in a range of sports which include football, rugby, cricket, and hockey and netball. They report to the Junior School Director of Sport and the Head of Girls' Games.

We have a new vacancy for a part-time Sports Coach to start as soon as possible in our Junior School.

Applicants should hold a coaching qualification, ideally to Level 2, in one or more main school sports.

	<p><b>Hours of work:</b></p> <p>This vacancy is a part-time, term time position for 13 hours each week during PGS term-times, with the hours to be worked on Wednesdays, Thursdays and Saturday mornings during term time. The exact work pattern will be confirmed by the Junior School Director of Sport or the Head of Girls' Games and some flexibility will be required across the three days. Saturday Sport sessions run from 9.00am to 11.00am.</p> <p>There may be the opportunity to work additional hours at other times, for example to provide cover. Any additional hours will be as agreed in advance by the Junior School Director of Sport or the Head of Girls' Games and will be paid via monthly timesheet in arrears. There may also be opportunities to support on an ad-hoc basis the holiday sports clubs which operate during the school holidays, although this is not a requirement of the role.</p> <p>Attendance at INSET (Professional Development Days) on days you do not usually work, for example to complete required training in Safeguarding, First Aid or Health and Safety is a requirement of the role and will also be paid via timesheet.</p> <p>The start date will be as soon as possible.</p> <p><b>How to apply:</b></p> <p>Candidates are asked to apply either through the link on our PGS website <a href="http://www.pgs.org.uk">www.pgs.org.uk</a> or alternatively by using the online form linked to our advert on <a href="http://www.tes.com">www.tes.com</a>.</p> <p>Any enquires about the role or how to apply are welcome at <a href="mailto:hr@pgs.org.uk">hr@pgs.org.uk</a>. The closing date is noon 30<sup>th</sup> January 2023 and interviews will be scheduled to take place on the school site as soon as possible thereafter.</p>
<p><b>Line management responsibility for</b></p>	<p>This role has no line management responsibility</p>

**Main duties and responsibilities****The main areas of responsibility are as follows;**

- To be responsible to and support the Junior School Director of Sport and Head of Girls' Games, respectively.
- To have a thorough knowledge and understanding of the coaching techniques required to promote the pupils' physical education and sporting skills.
- To show commitment to continuing professional development and INSET (Professional Development Days).
- To help deliver the physical education and Games curriculum throughout the school.
- To ensure that resources are used appropriately to promote the effective acquisition of skills in sport.
- To stimulate an excitement and interest in physical education and Games.
- To keep fully conversant of initiatives and innovations relating to the coaching of physical education and Games.
- To always ensure quality supervision of pupils.
- To ensure that there is continuity and progression within the coaching programme.
- To oversee teams and fixtures under the direction of the Junior School Director of Sport and Head of Girls' Games.
- To help with the organisation and delivery of sport festivals and tournaments under the direction of the Junior School Director of Sport and Head of Girls' Games.
- To contribute to the assessment and reporting of pupil's attainment, progress and effort.
- To contribute to the co-curricular programme and Saturday Sport.
- To ensure that children are always kept safe and adhere to the School's Safeguarding Policy.
- It is also expected that Sports Coaches will undertake such other responsibilities as the Head of the Junior School or Deputy Head of the Junior School may from time to time require.

<p><b>Safeguarding responsibilities</b></p>	<ul style="list-style-type: none"> <li>• The role involves working as a Sports Coach with Junior School pupils and therefore involves regulated activity with children.</li> <li>• The postholder will share in the responsibility for safeguarding and promoting the welfare of all children in the Junior School.</li> <li>• It is a requirement of the role to attend Professional Development Days as required by the Deputy Head of the Junior School and to attend other essential staff training sessions throughout the year, as required by the Head or Bursar.</li> </ul>
<p><b>Benefits</b></p>	<p>All conditions of employment will be detailed to the successful candidate in a separate contract issued by the Bursary.</p> <p>The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.</p> <p>The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.</p> <p>A two course lunch is provided to all staff during term time.</p> <p>The salary for the role will be based on the successful candidate’s coaching qualifications and relevant experience.</p> <p>The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension scheme with Aviva (to qualifying staff) whereby if the employee contributes 6.5% of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy.</p> <p>The school is an approved operator of the ‘salary sacrifice’ Cycle to Work Scheme. Additional benefits include free use of the school’s Sports facilities which include a well-equipped Fitness Centre.</p> <p>The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff. PGS is committed to safeguarding children and the successful applicant will be subject to an Enhanced Disclosure DBS check.</p> <p>Any queries regarding the vacancy are welcomed and should be emailed to <a href="mailto:hr@pgs.org.uk">hr@pgs.org.uk</a>. The closing date for applications is noon, 30<sup>th</sup> January 2023 and interviews will be held as soon as possible thereafter. Interviews will be held in the Junior School and will include an observed coaching session with pupils.</p>

## Person specification

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

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>Applicants <b>must</b> hold a relevant coaching qualification in a main school sport</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>Applicants will ideally hold a relevant coaching qualification in a main school sport at Level 2 or equivalent</li> </ul>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications if necessary</p>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities required by the Applicant that would be likely <b>to predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>Previous experience of coaching sport</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>Previous experience of a similar role within a Junior School setting</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

<b>Skills</b>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• The ability to share knowledge and a love of sport and to help pupils develop skills in a range of sports</li> <li>• The ability to work in a team and to become involved in the life of the school</li> <li>• Highly organised and with excellent attention to detail</li> <li>• A flexible and proactive attitude to the role</li> <li>• Excellent communication skills and able to engage effectively with all members of the school community.</li> <li>• Ability to remain calm in a busy school environment</li> <li>• Ability to work with discretion and maintain confidentiality at all times</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Observed small group session with pupils</p> <p>Professional references</p>
---------------	---	--	---

<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• A willingness to engage in CPD relevant to the role as required by the Deputy Head of the Junior School</li> <li>• A willingness to undertake all training required by the school including safeguarding training</li> <li>• A willingness to develop knowledge and understanding of legislation relating to current guidance in Keeping Children Safe in Education and other guidance issued by the Department for Education and ISSR</li> <li>• A willingness to develop knowledge and understanding of GDPR legislation</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
------------------	--	---	---

<p><b>Personal competencies, qualities, attitude and behaviours</b></p>	<p><i>The personal qualities, attitude and behaviours that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• emotional resilience in working with challenging behaviours</li> <li>• ability to work collaboratively within the Junior School</li> <li>• willingness to share ideas and best practice with colleagues in the Junior School</li> <li>• willingness to contribute to the wider co-curricular activities of the Junior School and Senior School</li> <li>• willingness to support the aims and ethos of the school</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
---	---	--	---