

## **RGS Prep School**

### **Sports Coach Apprentice**

**Employment terms:** 18 month full time, fixed term contract; term time only

**Salary:** £9,880 per annum, plus benefits

**Start date:** 1<sup>st</sup> September 2022

#### **1. Job Purpose**

- 1.1.** To support the PE Department in the delivery of a full PE curriculum at RGS Prep whilst undertaking a Level 4 Sports Coach apprenticeship.

#### **2. The Role**

- 2.1.** To take an active role in developing schemes of work that provide full curriculum coverage, continuity and progression in consultation with the Head of PE and Director of Sport.
- 2.2.** To undertake the associated apprenticeship course diligently, completing all required course work and attending lessons as required.
- 2.3.** To provide support to all teaching staff at all major Games lessons.
- 2.4.** To be responsible for the teaching of groups as specified within PE or Games, ensuring that the teaching is of a high standard, supported by teachers within the department.
- 2.5.** To create and develop tournaments, both internal and external ensuring that opportunities are created for all pupils through a healthy, sporting and competitive environment.
- 2.6.** To assist with the preparation of Games lessons including making sure the appropriate equipment is in place, taking direction from the Games year group leader.
- 2.7.** To produce team-sheets and place them on the PE notice board and school website as and when required.
- 2.8.** To maintain an accurate report of any accidents that occur and to pass it on to the relevant people.
- 2.9.** To attend and fully contribute to the weekly PE meeting.
- 2.10.** To ensure that registration is undertaken for all pupils prior to lessons and matches.
- 2.11.** To ensure that individual pupil medication is available for each lesson or fixture.
- 2.12.** To have a good knowledge of the timetable to ensure that you are in the right place at the right time for every lesson and to have an awareness of when the normal timetable has been changed.
- 2.13.** To support the PE Department with administrative tasks always maintaining a high standard of presentation including photocopying, inputting data, notice/picture boards,

certificates, inventories, research, collecting resources, weekly update of the school sports website.

**2.14.** To demonstrate initiative and professional standards at all times in order to support the department.

**2.15.** To be available to manage a team on the occasional Saturday morning, including tournaments and development days. To support the department with extra – curricular clubs.

**2.16.** To attend residential trips as and when required.

### **3. Knowledge, Skills and Experience**

#### **Essential**

**3.1.** To have a working knowledge of at least one core sport i.e.: rugby, football, hockey or cricket.

**3.2.** To be a highly enthusiastic positive individual who can stay calm in a busy environment.

**3.3.** To have the highest level of communication skills both written and verbal in order to deal with a wide variety of people including staff and Preparatory School aged children.

**3.4.** To be a driven individual with the ability to manage a commitment to working life whilst successfully completing college work.

**3.5.** To have the ability to communicate in an authoritative way whilst maintaining respect from pupils.

**3.6.** To have the ability to prioritise their workload and work in an organised manner without close supervision.

**3.7.** To be competent in the use of windows based IT systems.

**3.8.** To have a flexible approach to the tasks within their role.

#### **Desirable**

**3.9.** To have experience of working with children between the ages of 3 years and 13 years.

**3.10.** To hold a full UK driving licence.

### **4. Job requirements**

**4.1.** The post holder will be expected to undertake a Disclosure and Barring check from Disclosure and Barring service amongst other safeguarding checks as stipulated by the Department of Education. In addition, safeguarding children in education training must be undertaken.

**4.2.** The post holder will work an average of 40 hours per week with time for college attendance included.

**4.3.** Term time only

**4.4.** This role will be for a fixed term period of 2 years or until the completion of the apprenticeship course whichever is soonest.

**4.5.** The post holder will be issued with a PE Department uniform which they will be expected to wear.

### **5. Benefits of working at RGS Prep**

- 5.1.** Free lunch during term time in the staff dining room
- 5.2.** Medical cover (extendable to family at own cost)
- 5.3.** Excellent pension scheme