



OUNDLE

School

Job Title: Resident Sports Fellow (Coach)

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive schedule.

Background to Post

Oundle School is one of the country's premier co-educational boarding and day schools, with approximately 860 boarding and 500 day pupils (ranging in age from 5 – 18), a turnover in excess of £30m and a staff of 700.

This role involves working as a Sports Fellow, and spans all areas of the Sport and Games. The role interfaces with teaching, coaching and non-teaching staff, pupils and parents.

Department:	Sport
Section/Department/Team:	Sport
Responsible to:	Director of Sport
Responsible for (staff):	Nil

Job Purpose

A Sports Fellow will be responsible for teaching and coaching of a sport under the direction and guidance of the Head of the Sport, the Head of Boys' and Girls' Games and the Director of Sport. They must ensure that all teaching, coaching, administrative and pastoral tasks are completed efficiently and to a high standard, enabling the continued success, enjoyment and enthusiasm for Oundle School Sport.

Duties and Responsibilities

Coaching, Teaching & Learning

- To manage pupil learning through effective teaching and coaching in accordance with the Sports Department's policies.
- To ensure continuity, progression and cohesiveness in all teaching and coaching.

- To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
- To work effectively as a member of the Sports Department to improve the quality of teaching, coaching and learning.
- To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
- To use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.
- To develop and maintain effective methods of communication with the Director of Sport, Head of Boys' and Girls' Games, other staff, pupils and parents.
- To teach/coach/lead and manage School sports teams as directed by the Heads of individual Sports.
- To teach/coach/lead sports voluntaries and other extra curricular sporting activities.
- To be involved in the organisation and running of annual Inter-House sporting competitions.

Administration

- To provide administrative support and assistance to the Director of Sport, Head of Boys' and Girls' Games and individual Heads of Sport, using School standard software and layouts, ensuring that work is completed, deadlines are met, and high standards of accuracy are maintained at all times.
- To assist the Director of Sport in maintaining a smooth running and efficient office by dealing with routine administrative functions.
- To produce a weekly Games Schedule/Programme for visiting staff and parents.

Monitoring, Assessment and Recording

- To be immediately responsible for the processes of identification, assessment and recording for the pupils in their charge.
- To select, referee and supervise teams to represent the School at sport, in accordance with Sports Departmental policy.
- To assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
- Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.

Subject Knowledge & Understanding

- To have a thorough, up-to-date knowledge and understanding of sports teaching, coaching and playing.
- To attend whole school and departmental INSET training.

Professional Standards

- To be a role model to pupils through personal presentation and professional conduct.
- To host opposing school pupils, staff and parents for fixtures. Including meeting and greeting, supervising pupils, officiating and hosting opposing teams, staff and pupils for post match food and drink.
- To arrive at the particular sports facilities required for coaching on or before the start of the coaching session, and to begin and end coaching sessions on time.

- To cover for absent colleagues as is reasonable, fair and equitable.
- To respond to pupil injury and illness in line with school policy.
- To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
- To be involved in sports fixtures including refereeing and travelling to away fixtures.
- To supervise extra curricular activities, including staffing the Junior and Senior Clubs on a rota basis on Saturdays and Wednesdays.
- To undertake pastoral duties as required by Housemasters and Housemistresses.
- To be involved in extra curricular excursions, including Field Weekends.
- To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.
- To undertake any reasonable tasks as directed by the Director of Sport.

All sports staff are expected to:

- Support and contribute to the friendly and supportive ethos of the School, in relation to all School staff, users and visitors.
- Maintain the highest professional standards.
- Participate in appraisal and staff development.
- Carry out any other duty commensurate with the post as may be reasonably required by the line manager.
- To be familiar with the School and Sports Department handbooks and support all the School's policies.
- To establish effective working relationships with professional colleagues and associate staff.
- To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

<p>These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.</p>

PERSON SPECIFICATION

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Educated to degree level in a relevant discipline. Relevant coaching qualifications.	First Aid Qualification. Full Clean Driving Licence. Refereeing/Umpiring experience/qualifications.
SPECIALIST SKILLS & EXPERIENCE	Experience of teaching/coaching children. Experience of working with children and adults. Experience of coaching elite sport. Good literacy and numeric skills. Good written and verbal communication skills.	Playing Experience to a high level Administration experience. IT skills. Team management experience.
PERSONAL QUALITIES	Good communicator. Ability to work on own initiative. Work within a team environment. Ability to work flexible hours.	

Note:

Every job description in the organisation will be subject to a review either:

- on an annual basis at the time of the annual appraisal meeting, or
- as a result of a change in strategic direction, or
- as a result of a team/ operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within six months of appointment

It is the shared responsibility of the job-holder and their Manager to ensure that job descriptions are kept up to date.

EMPLOYMENT INFORMATION

This post is subject to a six month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

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. The successful applicant will be subject to a check by the Disclosure and Barring Service.

All staff are required to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications declared on their application form.

Period of Employment: Fixed term contract from 1st September 2014 until 4th July 2015.

Hours of Duty: Monday to Saturday with occasional Sundays and some evening working.

Salary: £11,282 (ten month contract) subject to review in September 2012 plus free accommodation which would be shared with other Sports Fellows.
You should be aware that living in School accommodation free of charge will give rise to a tax liability.

Holidays: You will be able to take all School holidays as holiday, and your salary includes payment for holiday entitlement of 21 days and 7 bank holidays, pro rata. You will be required to work any public holiday when the School is in session (currently the first May Holiday).

Application forms should be returned to:

*Sonia Ashleigh-Cross, HR Administrator, The Bursary,
Oundle School, Church Street, Oundle, Peterborough, PE8 4EE
recruitment@oundleschool.org.uk 01832 277144*

Closing Date: Midday 24th February 2014 / Interview Date: 6th March 2014

THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER