



# Birchfield Community Primary School

Yeovil, Somerset



## Recruitment Pack



Sports Coach



# Birchfield Community Primary School

Yeovil, Somerset

Dear Applicant

Thank you for your interest in the Sports Coach Vacancy at Birchfield Community Primary School.

Our vision is 'to provide a happy, caring and stimulating environment where children will recognise and achieve their fullest potential, so that they can make their best contribution to society. All staff and governors are committed to Birchfield's future success and we are looking to recruit a new member of the team to join us in achieving our vision.

We hope you will find this recruitment pack beneficial and provide you with you the information you require and welcome you to contact the school and arrange a visit, prior to interview.

We look forward to receiving your application. Should you have any queries please do not hesitate to contact us on 01935 427609 or [office@birchfieldprimaryschool.co.uk](mailto:office@birchfieldprimaryschool.co.uk)

Best Wishes

*Richard Culham*  
HEADTEACHER



## The Vacancy

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We are looking to appoint a Sports Coach.

20 hours per week

12.30pm to 4.30pm Monday - Friday, term time only

Grade 12 £20,456 - £23,166 pro rata (£10.60-£12.00 per hour)

We are looking to appoint a dynamic, sporting individual to coach children in a wide variety of sports activities. You must be motivated and have a passion to deliver a high quality and fully inclusive sporting provision. Previous experience of working with children in a sports leadership capacity is essential.

### Main duties:

- to deliver high quality PE lessons (to provide PPA cover for teachers) across a range of sports
- teaching relevant skills, tactics and techniques
- Run after school sports club
- Organise and attend school sporting fixtures, festivals, tournaments and events

### Essential skills/qualifications/experience:

- Some experience of working with children
- A minimum of 'A' Level or BTEC Sport or equivalent
- A commitment to sport and the contribution it plays to health and well being
- Good literacy and numeracy skills
- A willingness to be adaptable and flexible within the school day and beyond

A degree of flexibility within and beyond the hours is needed. For example the Sports Coach may need to stay late at a tournament – either extra paid hours or time in lieu would be given.

For further information please contact the Headteacher, Mr Richard Culham, at the school. Visits would be welcome.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

This post requires a criminal background check via the disclosure procedure.



Please apply by application form (available below, from the school website or by email) with a covering letter (stating why you are interested in this post and what you feel you could offer the school) addressed to the Headteacher.

## Selection Procedure

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- Advert placed in Blue Sheet Bulletin, Somerset County Council jobsite, school website and local colleges.
- Closing date for applications: 24 September 2018 at 5pm
- Shortlisting: 25<sup>th</sup> September 2018
- Letters sent out to successful candidates for interview (via email): 25<sup>th</sup> September 2018
- Interviews take place: w/c 1<sup>st</sup> October 2018





## Main Duties and Responsibilities (Job Description)

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**Post** Sports Coach  
**Grade** 12

### JOB SUMMARY

To teach a class of children during the afternoon, providing PPA cover. Organising activities during lunchtime and running after school clubs, coordinating fixtures and matches, and tournaments where required.

### PRINCIPAL ACCOUNTABILITIES

1. Deliver high quality PE lessons, as PPA cover, which follow the curriculum and across a range of sports
2. Planning, assessment and feedback for pupils
3. Supervision and engagement of pupils in PE
4. Associated ancillary duties
5. Run after school PE activities, planning, delivering and ensuring all children leave the site safely

### JOB CONTENT

*Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.*

1. To plan for and deliver high quality PE lessons to pupils aged 5-12 years
2. Responsibility for the organisation and implementation of an exciting and varied programme of sports activities
3. Teaching relevant skills, tactics and techniques
4. Plan and run after school clubs
5. Organise and attend school sporting fixtures, tournaments and events
6. To supervise and take control of children, ensuring their welfare, safety and enjoyment at all times, in line with School Policy
7. To ensure equipment is appropriately maintained and return to store neatly
8. Promote fair play sentiments in students i.e. working as a team, winning a game together and helping your partner
9. Inspire students to have positive feelings about the sport and to encourage them to perform in this field







## The Person

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<b>Qualifications</b>	<b>Essential/Desirable</b>
A-Level or BTEC Sports Coaching Qualification	Essential
First Aid Qualification	Desirable
Evidence of further qualification and / or relevant studies eg further degree.	Desirable
<b>Studies and Knowledge</b>	
An excellent Sports teacher	Essential
Good organisational skills	Essential
Understanding of the National curriculum for PE	Essential
Good classroom control	Essential
The experience and ability to deal positively with staff, children and parents	Essential
Understanding of child development and learning processes	Desirable
A commitment to curriculum development and enrichment	Essential
The ability to plan and teach lessons, ensuring high standards and continuity and progression	Essential
The ability and motivation to constantly improve own practice and knowledge through self evaluation and learning from others	Essential
Literate in ICT	Essential
Knowledge and experience of teaching in a range of sports	Desirable

## The Person Continued...

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<b>Experience</b>	
Experience of teaching sports to children	Essential
Experience of teaching/coaching 5-11 year olds	Desirable



## Personal attributes

Sense of fun	Essential
Dependability	Essential
Adaptability	Essential
Drive	Essential
Communication skills	Essential
Calm under pressure	Essential
Empathy	Essential
Ability to prioritise	Essential
Determination	Essential
Sensitive to the needs of others	Desirable

- 2 fully supporting references which cover the candidates' professional, personal and leadership qualities
- No convictions that impact on job
- No gaps in CV timeline

## How to Apply

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Application form to be completed and emailed to [recruitment@birchfieldprimaryschool.co.uk](mailto:recruitment@birchfieldprimaryschool.co.uk) by 24<sup>th</sup> September 2018



## Recruitment and Selection Policy

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### 1 INTRODUCTION

- 1.1 The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:
- attract the best possible applicants to vacancies;
  - deter prospective applicants who are unsuitable for work with children or young people;
  - identify and reject applicants who are unsuitable for work with children and young people.
- 1.2 In recruiting new members of staff we do not discriminate in terms of race, gender, ethnicity, sexual orientation or disability.

### 2 STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably headteachers and deputy headteachers. These requirements change from time-to-time and must be met.

### 3 IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the school will ensure that at least one recruiter has successfully received accredited training in safe recruitment procedures.

### 4 INVITING APPLICATIONS

- 4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: “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. All successful appointments are subject to a satisfactory enhanced Criminal Records Bureau disclosure.”
- 4.2 Prospective applicants will be supplied, as a minimum, with the following:
- job description and person specification;
  - the school’s recruitment policy (this document);
  - the selection procedure for the post;
  - an application form.
  - the school’s child protection policy will be made available on request.
- 4.3 All prospective applicants must complete, in full, an application form.

### 5 SHORT-LISTING AND REFERENCES

- 5.1 Short-listing of candidates will be against the person specification for the post
- 5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- 5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.





- 5.4 Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.6 Referees will always be asked specific questions about:
- the candidate's suitability for working with children and young people;
  - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
  - the candidate's suitability for this post.
- 5.7 School employees are entitled to see and receive, if requested, copies of their employment references.

## **6 THE SELECTION PROCESS**

- 6.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- 6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- 6.3 Candidates will always be required:
- to explain satisfactorily any gaps in employment;
  - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
  - to declare any information that is likely to appear on a CRB disclosure;
  - to demonstrate their capacity to safeguard and protect the welfare of children and young people.

## **7 EMPLOYMENT CHECKS**

- 7.1 All successful applicants are required:
- to provide proof of identity
  - to complete a CRB disclosure application and receive satisfactory clearance
  - to provide actual certificates of qualifications
  - to complete a confidential health questionnaire
  - to provide proof of eligibility to live and work in the UK

## **8 INDUCTION**

- 8.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.
- 8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).