Chetham's
School of Music

Job Description: Sports and Activities Coach
Job Title: Sports and Activities Coach
Hours: 20 hours per week in term time as mutually agreed but may be subject to change each term. NB this role will include a commitment to working evenings and some weekends in term time
Remuneration: Scale point 31: £19.59 per hour

Responsible to: Health and Fitness (HAF) Coordinator

Key Responsibilities:

Organising extra-curricular activities and lessons which address the needs and interests of our children and young people.

- Devise a range of games and activities which encourage the students to have fun while maintaining a level of fitness
- Devise and offer activities which promote well-being
- Plan, organise and be prepared to lead trips and excursions which have been fully risk assessed and which enrich the students' experience

As a sports coach:

- Plan, organise and deliver an appropriate range of sports and physical activities
- Plan and deliver safe, effective and progressive programmes for individuals and groups of students
- Set high expectations for all pupils and ensure good progress and outcomes for all pupils
- Ensure all students are effectively catered for including students with any SEND
- Work in collaboration with the Health and Fitness coordinator
- Be able to implement initiatives from other areas of the School/Curriculum that have a direct bearing on a student's physical fitness and development working with Alexander Technique instructors or school Physio (where necessary)
- Contribute to the education of the students in making healthy lifestyle choices including nutrition
- Be willing to deliver basic first aid
- Implement the `Health and Safety' policy of the Fitness Suite and all Health and Safety procedures as required by the School
- Maintain the standards of safe behaviour at all times, understanding the students' needs and abilities whilst maintaining a safe and harmonious environment in accordance with the school's behaviour principles
- Keep the Health and Fitness coordinator informed of any faults with equipment
- Take part in the School Appraisal scheme
- Keep your specific sport/activity qualifications and insurance up to date and provide copies at interview and on renewal to the Health and Fitness coordinator
- Comply with all and any requirements within the Departmental and School Risk Assessments. Report any identified hazards to the Health and Fitness Coordinator and the person responsible for gym maintenance / the Maintenance team where appropriate.

As activities leader:

- Devise fun and healthy activities for students from ages 8- 18
- Work with Boarding Houses to ensure activities best meet students' needs
- Plan safe but exciting trips and excursions which extend, challenge and develop our young people
- Exploit the considerable range of activities on offer in our local area
- Encourage our students to develop in terms of their confidence and self esteem
- Lead and oversee activities maintaining safe conduct in all users at all times

Additional Gym Instructor duties:

- Supervising the gym during recreation hours
- Providing guidance where needed to individuals
- Carrying out gym inductions and maintaining safe conduct in all users at all times
- Offering bespoke guidance to address physical needs of the individual and with especial regard for the needs of young musicians

Person Specification

Essential	**Desirable**
Minimum Level 2 gym instructor's qualification	Level 3 or 4 or PGCE with knowledge of gym based personal training
Willingness to engage with further training according to needs identified	A degree, preferably in a sports based subject
Previous sports coaching experience	Experience of working with different age groups
At least one sports coaching qualification to a minimum of level 2	Be an experienced and accomplished sportsperson
Experience of working with young people	Experience of working in a school
A team player with a positive outlook	Experience of teaching dance and / or gymnastics



CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with *Chetham's Child Protection and Safeguarding Policy*, the *Staff Code of Conduct* and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students. I agree that I have read and understood the attached job description.

I agree that I have read and understood the attached job description.

Employee's Name: .....

Employee's Signature: .....

Date: .....