



Job Description

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St. Helens Council

Post:	Sports Coach
Post Number:	
Department:	People's Services
Grade:	Scp 22-25
Responsible to:	Headteacher/Deputy Headteacher/PE Co-Ordinator

Purpose of the Post:

To develop and lead sports activities in Schools

Duties and Responsibilities:

1. To undertake all the appropriate duties and responsibilities listed for a Sports Instructor
2. To hold and maintain a recognised qualification or appropriate National Governing Body Qualification (NGB) to coach.
3. To conduct all activities in accordance with appropriate qualification and NGB Guidelines
4. To be responsible for the planning of activities/events to be coached.
5. To be responsible for ensuring effective communication with activity participants.
6. To supply appropriate and timely information for inclusion in any monthly information publications.
7. To attend meetings with the appropriate colleagues to plan activities.
8. To ensure that all participants have paid the correct fee for participation.
9. To maintain accurate participation records for all events/activities coached
10. To attend meetings with partner agencies to plan activities/events.
11. To provide guidance and support for participants and ensure appropriate instructions are communicated.
12. To contribute ideas for development and improvement of the activities/events offered.



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13. To review, prepare opportunities and teach activities for people with special needs.
14. To attend professional events and seminars and keep updated on appropriate sport related developments.
15. To maintain membership of an appropriate governing body/association and to stay informed of appropriate developments.
16. To undertake preparation of appropriate word-processed summary reports of activity outcomes.
17. To undertake training to ensure full product knowledge of the departments
18. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
19. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
20. To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.

This post is subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Date Prepared: July 2014

Date reviewed; July 2017