|  |
| --- |
| **The Holy Trinity Church of England Secondary School** |

**Job Description**

|  |  |
| --- | --- |
| **Role:** | Basketball Coach |
| **Salary:** | West Sussex Grade 6 + Crawley Allowance +  Market Supplement (£9126 p/a pro-rata) |
| **Hours:** | Term time only (TTO) + INSETS  32 hours per week |
| **Contract Type:** | Full Time |
| **Position Level:** | SCHG28f |

All duties will be expected to be carried out according to agreed School Policies and Procedures. Due regard will be given to appropriate Confidentiality concerning school matters at all times.

|  |  |
| --- | --- |
| **Reporting to:** | Leader of Learning – Health & Well-being |
| **Purpose:** | Extend the Leadership of the Headteacher.  Create the **opportunity** and **capacity** for all members of the school community to learn.  Embody the Christian ethos and underpinning elements of the school. |
| **General:** | Delivery of an Elite Basketball Programme. |
| **Key Duties:** | * Delivery of Sixth Form peri sessions * Team coaching (to be assigned by the Head Coach) * Coaching of lower school fixtures * Overseeing of Sports Conditioning Sessions * Delivery of Game Analysis Sessions * Delivery of 1st Break and 2nd Break lower school team sessions * Delivery of specified After School Sixth Form Training Sessions * Completion of Reports for Parents during specified dates as per the School Calendar including for UCAS references * Monitor student’s academic progress and liaise with staff to support students who are underperforming * Marketing of the programme including attendance at Sixth Form Open Evening and visit(s) to other establishments to talk to prospective students wishing to join the Academy Programme * Attend Consultation Evenings to discuss student progress with Parents * Accompany and Coach teams competing in all competitions * Any admin required by the Leader of Learning or Head Coach in support of the Basketball programme (for example timetabling peris, registering players, arranging fixtures, completing EVOLVE paperwork) * Other tasks as required by the Leader of Learning – Health & Well-being. |
| **Generic Duties:** | To deputise in the absence of other staff.  Undertake duties involving student contact, as requested. |
| **CPD:** | To follow a mutually agreed programme of continuing professional development. |
| **Additional Information:** | For inset training you will be aligned with the Health & Well-being department.  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description in a reflection of the changing needs and circumstances as the school develops and grows. |

Signed: ……………………………………………………………… (Post Holder) Date: ………………..……….

Signed: ……………………………………………………………… (Line Manager) Date: …………..…………….

The particular duties assigned to this post are set out above but should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. These duties may be reviewed and amended in consultation with the post holder in light of any changes in the requirements and priorities within the school. Such variations are a common occurrence and cannot of themselves justify a re-grading of the post.

|  |  |  |
| --- | --- | --- |
| **Person Specification – Basketball Coach** | | |
|  | **Essential or Desirable** | **Evidenced**  **by** |
| Willing and able to obtain Enhanced DBS clearance/ for schools | E | Application/ DBS check |
| Evidence of Right to Work in UK | E | Application and paperwork at interview |
| Educated to at least Level 2 (GCSE A\*-C or equivalent) in English and Maths | E | Application and Certificates |
| UKCC/BE Level II Coach | E | Application and Certificates |
| Minimum of two years Coaching experience at junior level | E | Application and interview |
| Experience coaching players of all ages and abilities and working with other coaches | E | Application and interview |
| Excellent interpersonal and communication skills, both written and spoken | E | Application and interview |
| Knowledge of School Management System (training will be provided) | D | Application and interview |
| Experience of working in a secondary education setting | D | Application and interview |
| Able to grasp new concepts quickly | E | Application and interview |
| Efficient, organised and precise | E | Application and interview |
| Able to work in a flexible way and to manage workload to meet the requirements on a particular day | E | Interview and practical activity |
| Resilient with the ability to keep calm and focused in pressurised situations | E | Application and interview Application/ interview |
| Diplomatic, discerning and able to deal with confidential information | E | Application and interview |
| Able to liaise and communicate confidently with staff at all levels | E | Application and interview |
| Uses own initiative within boundaries | E | Application and interview |
| Personable, but with gravitas and able to build good working relationships with children and adults | E | Application and interview |
| Problem-solver with a “can do” approach | E | Application and interview |
| Strong ‘customer service’ ethic | E | Application and interview |
| Able to work individually and as part of a team | E | Application and interview |
| Willing to undertake relevant Safeguarding training and abide by school policy | E | Application and Interview |
| Current and clean driving license and willingness to drive a minibus (training will be provided if required) | D | Interview |