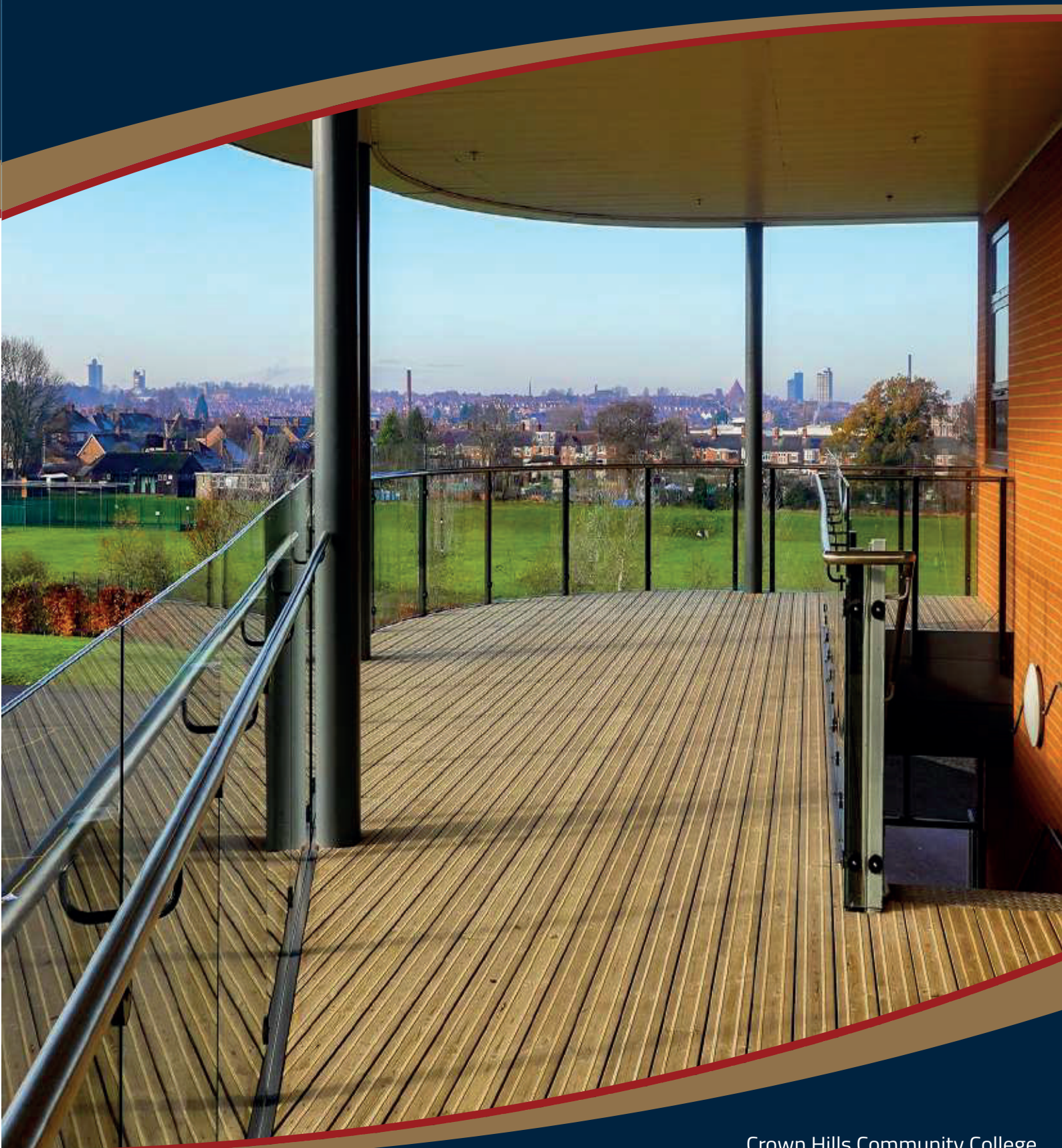




CROWN HILLS
COMMUNITY COLLEGE
A Specialist Sports College

Appointment Information

Sports Coach



Crown Hills Community College
Gwendolen Road, Leicester LE5 5FT
Tel: 0116 273 6893
office@crownhills.leicester.sch.uk
crownhills.com





Dear prospective applicant,

In the top 12% of schools nationally, Crown Hills Community College blends a 70-year history of inclusive education with an innovative, forward-looking approach to providing a state education like no other to 1,500 students from inner city backgrounds.

The School now seeks to appoint an exceptional Sports Coach to work alongside the Deputy Head of Faculty to lead our Sports Academy. This is an exciting position within the PE faculty with opportunities to shape the vision and direction of the Sports Academy as well as deliver lessons within the curriculum and support our extra-curricular activities.

This post is term-time and permanent and as a member of staff at Crown Hills Community College you will receive a number of other benefits. These include a work laptop, continuing professional development, health Insurance, no emails at the weekend or after 8pm, administrative support, 24 hours a day/365 days a year phone counselling service, and a Cycle to Work scheme.

In the last 5 years, we have introduced our Sports Academy with the intention of providing a performance pathway in three sports - cricket, badminton, and fencing. In Fencing, we compete and have medalled at the National Championships, including a bronze medal after beating one of the top fee-paying independent schools in the country. We also compete in county and regional badminton and cricket competitions. Pupils within the Sports Academy receive specialist coaching, mentoring, and fitness training. Running the mentoring programme is a key responsibility of this post. This supports in raising pupils' aspirations - alongside visits to elite fixtures, FE/HE partners, and visiting coaches/speakers. Sports Academy pupils' commitment and achievements are celebrated through t-shirts, blazer badges, and our annual sports awards evening, where existing members also welcome new performers to the Academy.

The role also offers time to work with teachers and all pupils in physical education lessons, both through providing support and leading lessons as required. We have an extensive extra-curricular programme - as part of the working hours the successful sports coach will lead activities and accompany teams to fixtures and events. This post provides an excellent opportunity for gaining in-school experience, with a comprehensive programme of professional learning available within the PE faculty to support the post-holder in developing their delivery of PE.

Crown Hills is committed to PE, school sport, and physical activity and is the lead school for Inspire Together (formerly SSPAN). This is made up of 127 schools across Leicester and the aim is to go beyond school sport, and to have a positive impact on the young people in Leicester, their families and their communities.

We are looking to appoint a Sports Coach with a professional manner, personal credibility and demonstrable experience in coaching sport. If your coaching expertise lies outside of our Sports Academy sports, please indicate in your application how your area of strength would contribute to PE and school sport at Crown Hills.

We welcome applicants from a coaching or educational background across the private and public sector. Outstanding communication and inter-personal skills to build strong relationships with pupils, staff, and parents are essential, as is a deep commitment to the school's aims and values.

Our mission is simple, we want every student to be the best that they can be, thrive in the best possible career and contribute positively to society. You will see from our website that our three key values permeate all that we do and have allowed us to grow from strength to strength:

Aspiration - Be the best you can be

Commitment - Do what it takes for as long as it takes

Success - Be ready to take on the world

As Principal, it has always been my philosophy to grow and nurture new talent so that we create the next generation of leaders, it is something that I have done throughout my career, and this role will support the successful individual on their journey. If you have high aspirations for children from deprived backgrounds and experience of delivering excellence we would like to hear from you.

We have also organised two opportunities to visit for more information about the post on Tuesday 25th March at 3.45pm or Thursday 27th March at 9.30am. Please contact sumayaseedat@crownhills.leicester.sch.uk to confirm your attendance. It is highly recommended that you attend a visit to support your application and ensure this role is suitable. After the school visit, if you have any further questions please contact Deborah Butler, Head of PE, at dbutler@crownhills.leicester.sch.uk

Please read the attached job description and person specification. If you are interested in applying, please fill in the application form available on our eteach portal, <https://www.eteach.com/jobs/crown-hills-community-college-jobs-9453/?oo=ag> please include e-mail addresses of all referees, together with a letter of application (no more than 2 sides of A4, font 12) outlining your skills, qualifications and experience relevant to this post by 9am on Monday 7th April 2025. Please include your cover letter in the supporting statement section.

KEY DATES

School Visit/Information Event- Tuesday 25th March 3.45pm or Thursday 27th March 9.30am

Deadline- 9am Monday 7th April

Interviews likely to be- Friday 11th April

Yours sincerely,

A handwritten signature in black ink, appearing to read 'F Adam', with a horizontal line underneath.

Mr F Adam (Principal)

*All appointments will be subject to references and pre-employment checks.



JOB DESCRIPTION

Job Title: Sports Coach	11-16 Maintained
College: Crown Hills Community College	Grade 6, 15-18
Reports to: Assistant Principal and Head of Faculty	Salary: £26,454.52 - £28,412.19 actual salary £31,067.00 - £33,366.00 full time equivalent.
Term: August 2025 Start. Permanent, 37 hours per week, term Time only plus attendance on 3 Teacher Days. Additional holiday hours maybe available to support holiday activities. Aligned to Sports Activity Coach Instructor L3	
Additional: There will be some flexibility in the daily hours, for example 2 days per week may include 7.30 start to support the pre-school strength and conditioning programme and finish earlier. 3 days may start later and finish later due to after school fixtures or training.	

RESPONSIBILITIES AND ACCOUNTABILITIES :

- Supporting the Deputy Head of Faculty with the strategic vision and oversight of the sports academy
- Coaching students within the sports academy to a high level in preparation for local, regional and national competitions
- Prepare and deliver strength and conditioning programmes to support students
- Deliver a mentoring programme for students to support their needs
- Identify and recruit students to the Sports Academy
- Liaise with additional sports coaches to support the Sports Academy Programme
- Communicate effectively with key stakeholders, including parents, other schools, FE/HE institutions, and governing bodies.
- Support the planning of enrichment activities to ensure exposure to elite level performance
- Monitor and evaluate students' progress on the Sports Academy
- Accompany students to competitions and fixtures
- Deliver Physical Education lessons
- Coach sports within the extracurricular programme
- Ensure that health and safety issues are reported as appropriate and that PE facilities and equipment are maintained in line with health and safety guidelines
- Any other duties aligned with role as requested by the Head of PE
- Leading the day-to-day operations of the Sports Academy

KNOWLEDGE AND UNDERSTANDING :

- A proven track record of coaching / playing one of the Sports Academy key sports
- Experience of teaching / coaching students in large groups across various activities
- Knowledge and understanding of fitness, injury, nutrition and sports science
- Able to manage a team of coaches
- In own specialist sport, able to support other staff in teaching/coaching
- An understanding of instructional teaching, such that pupils know more, remember more, and are able to do more
- A clear understanding of the college aims and vision
- Understand the statutory aspects of education and how they apply in the faculty – SEN Code of Practice, equal opportunities, health and safety etc.
- Able to adapt delivery to suit the needs of a range of learners, including those with EAL and SEND
- A good level of IT knowledge, particularly MS Office applications
- Ability to reflect on own coaching/teaching to continue to develop as a practitioner

PERSON SPECIFICATION			Assessed by:	
No.	CATEGORIES	Essential/ Desirable	Application Form	Interview / Task

QUALIFICATIONS & TRAINING

1	Appropriate degree	D	✓	
2	Coaching qualification in Badminton, Cricket or Fencing	D	✓	
3	Coaching qualifications in other sports	D	✓	
4	A further qualification, degree, diploma, certificate in relevant subject	D	✓	

EXPERIENCE AND SKILLS

5	Recent experience of coaching and/or playing Badminton, Cricket or Fencing	D	✓	✓
6	Excellent communication skills	E	✓	✓
7	Good ICT skills- able to use MS Office applications	E	✓	✓

8	At least 3 years' coaching experience, preferably in more than one setting	D	✓	✓
9	Evidence of a commitment to continuing professional development	E	✓	
10	Experience of delivering sessions in a school setting	D	✓	✓
11	The ability to lead and motivate teams of adults and young people	E	✓	
12	Experience of working with NGBs	D	✓	✓

SPECIFIC KNOWLEDGE

13	A clear vision of how the Sports Academy students can progress	E	✓	✓
14	Ability to establish effective working relationships with individuals, groups and organisations	E	✓	✓
15	Ability to work effectively as an individual and in a team	E	✓	✓
16	Effective administration and time management skills	E	✓	✓
17	Ability to liaise with outside agencies	D	✓	

EQUAL OPPORTUNITIES

18	Must be able to recognise discrimination in its many forms and willing to put the Council's Equality Policies into practice fully	E	✓	
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Jobs and Careers



Job Description

Post Title: Sports/Activity Coach/Instructor		Post No: E9036
		Date: September 2009
Department: Children & Young Peoples Services	Division / Branch: School/College	
Section: Support Staff	Responsible to: Varies	

Overall Purpose of this Post:

To engage students and others in physical activity helping them to realise their potential within a safe, high quality recreational and educational physical activity development programmes.

Major Objectives: These will include, as appropriate, those that reflect key corporate priorities, for example, Cultural Diversity, Social Justice, Environmental Quality and Economic Prosperity.

1. To prepare and implement well structured and progressive coaching programmes ensuring a high quality, enjoyable coaching experience centred around the needs of the participants.
2. To be a positive role model, creating a positive and fun environment in which to motivate and encourage young people to participate in sport and physical activity.
3. To provide safe, creative and appropriate sporting/physical activity opportunities.
4. To supports Head/Deputy Head in identifying young children's and students' sporting and activity needs,
5. To build effective working relationships with teaching staff, community and any other associated sports or activity providers.
6. To produce and publish timely lesson plans and training programmes to relevant staff, pupils and community partners.
7. To maximise income streams and any funding opportunities where they arise.
8. To work within relevant regulations and guidelines, e.g., Health and Safety, Sporting or Funding Body guidelines, etc.
9. To implement and promote Leicester City Council's and the school/college's policies and procedures relating to all areas of employment and service delivery.

Note: These are the highest level objectives, see "Level Criteria – Matrix" for objectives at other levels.

P.T.O.

Summary of job tasks: The tasks listed are, generally, only those taking at least 10% of the postholder's time.

1. Manages/Supervises allocated human, material and financial resources, including supporting staff and volunteers.
2. Plans, organises and runs physical education lessons, sporting and activity clubs in a variety of indoor and outdoor settings.
3. Supervises and trains others to run daily physical education, sports and other activity sessions/lessons.
4. Liaises and builds effective working relationships with school and other staff, e.g. PE Coordinators, sports coaches, from relevant sporting bodies and from other schools.
5. Assists in identifying and finding extra funding for physical educational needs.
6. Assists in the effective management and monitoring of an allocated budget.
7. Publishes lesson plans and training programmes.

These are the highest level tasks, please see “Level Criteria – Matrix” for tasks at other levels.

Is this post classified as “politically restricted”, as in the Local Government and Housing Act 1989, either

- | | | |
|--|-----|-----|
| a) because of its salary level? or | Yes | No✓ |
| b) because the postholder is required regularly to advise the Council and its Committees, or communicates with the media on behalf of the Council? | Yes | No✓ |

Is this post subject to exemption from The Rehabilitation of Offenders Act 1974?	Yes	No✓
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	Job Requirements: Essential (E) or Desirable (D).	E/D
A. Training & Education	Literacy and numeracy sufficient to perform the job tasks. See Level Criteria Matrix attached for requirements at different levels.	E E
B. Experience	Experience of working with young children and students in an educational setting/environment. See Level Criteria Matrix attached for requirements at different levels.	E E
C. Equal Opportunity	Must be able to recognise discrimination in its many forms and be willing to put the Council's Equality policies into practice. Willing and able to deal with people professionally at all levels & from a variety of backgrounds. Willing and able to take positive steps to identify and overcome barriers to participation. See Level Criteria Matrix attached for requirements at different levels.	E E E E
D. Other Skills	Able to work as a member of a team and liaise effectively with others. Able to use own initiative and work under pressure and have good organisation and time-management skills. Good awareness and ability to exercise confidentiality when necessary. Willing and able to keep up-to-date with legislation, guidelines, best practice, etc. See Level Criteria Matrix attached for requirements at different levels.	E E E E E
E. Other Conditions Including any hazardous or environmentally adverse conditions	Must satisfy relevant pre-employment checks Willing and able to travel to and/or work at other locations within the city or community area and occasionally further a-field. Willing and able to work regularly/occasionally outside normal office/school hours. Willing and able to drive mini-bus to and from venues This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time. See Level Criteria Matrix attached for requirements at different levels.	E E E D E

Element	Level 3 RoleID E9036	Level 2 RoleID E9036	Level 1 RoleID E9036
People Management	As lower level plus: Managing up to 15 other coaches or instructors. Each year mentoring and shadowing up to 35 Newly Qualified Teachers in running activities, producing lesson plans, etc	As lower level plus: Supervising and training up to 5 other coaches or instructors in running physical activities.	Supervising, whilst instructing or coaching groups of up to 40 pupils in physical activity sessions. Supervising volunteers, parent/carers, etc while assisting in the sessions.
Creativity required	As lower level plus: Manages sports/activities staff and budget(s) for main and “before and after” school sport and activities lessons, sessions and clubs Devises classroom training sessions for NQT’s on leading/delivering lessons and managing behaviour of students. Plans and promotes extra specialised training programmes for Sports Coaches and pupils/participants. Generates scheme of work for relevant activities across all age ranges.	As lower level plus: Supporting teachers with lesson planning and delivery of activity classes. Raising profile of school; winning National tournaments, County tournaments, building student potential and ability. Plans classes for the term in accordance with national curriculum. Runs specialised training programmes for other Sports Coaches and pupils/participants in own sport/activity.	Responding to different sporting needs of a variety of individuals. Works out best ways to improves pupils’ sports potential. Identifies, works out specific programmes for, and promotes pupils with ability, e.g. playing for the school, in tournaments, and/or for County, etc. Instructing and liaising with Admin Team in sending out letters to other schools, parents, application forms for matches, etc. Running and reporting fitness tests.
Contacts	As lower level plus: Trains, in a classroom setting, of up to 15 other coaches or instructors in own sport or specialist activities. Shares ideas, discusses progress, pupil, equipment and budgetary issues with Head/senior staff. Liaises with local press/radio when promotion / generating interest in relevant activities. Identifies and then works with pupils from own school and local area who will benefit from more intensive programmes. Encourages involvement and participation of children into sports.	As lower level plus: Training up to 5 other coaches or instructors in own sport or specialist activities. Coaching of pupils and community participants in physical activities/sports. Shares ideas, mentors, and offers support and guidance to PE Staff, Coaches and instructors. Advises other staff on arranging tournaments/fixtures for pupils. Deals with apathetic and pushy parents communicating progress, realistic expectations and keeping parental involvement throughout. Disciplining of students; deciding the level of punishment, etc. Works with other schools staff on development programmes, e.g. feeder schools and on arranging facilities, matches etc.	Works with a range of pupils from the highly gifted teams or individuals including those with disabilities, attention deficit or behavioural disorders, etc. Instructs pupils and community participants in physical activities. Supports PE and other teachers in running activity programmes. Builds/maintains relationships with students/young children. Chasing and locating children and students to attend sessions.
Decision making	As lower level plus: Decides how to spend budget, acquiring quotes for equipment and sports materials such as uniform etc. Works with new teachers to devise and recommend lesson plans content. Builds and recommends annual sports budget working with head/senior staff. Recommends development programmes to head/senior staff or development officers.	As lower level plus: Decides which students go into the School team(s), or should attend special courses, programmes, etc. Decides on which activity programmes to recommend and if existing ones should continue. Decides if to continue working with other schools or community participants or staff, especially if it is “not working”. Decides content of evaluation reports for pupils, work experience students, staff being mentored, etc. Recommends timetable of activities working with head/senior staff (normally accepted).	Decides whether a student can take part in sporting activities with regard to illness, injury, etc. Decides if venue, equipment or weather is suitable for the relevant activity.

Element	Level 3 RoleID E9036	Level 2 RoleID E9036	Level 1 RoleID E9036
Objectives	As lower level plus: To keep activities under review and investigate any development opportunities.	As lower level plus: To provide solid advice to staff who run physical activity sessions and build effective working relationships with those staff, co-ordinators, coaches and students.	To enhance the reputation of school and the image and benefit of sport. To make children more active and them, staff, parent and carers aware of the confidence, health benefits and feeling of well-being that this fosters.
Resources used or managed	As lower level.	As lower level plus: Keeps paper and/or computer records of activities and participants with progress notes, coaching manuals, etc. May drive a mini-bus to/from venues.	Setting and putting away PE, Sport or other activity based equipment. Using, and training others to use, a multitude of sports and physical activity supplies and equipment, e.g. footballs through to Tennis serving machines, climbing walls/frames, etc. May drive a mini-bus to/from venues.
Interruptions, conflicts & frequency	As lower level.	As lower level plus: Most interruptions will be due to injury, or parent/carers wanting "a word".	Most work is pre-planned to a timetable. Little interruption re-planning only when pupils are ill, or exams dates changed, etc.
Physical effort & IT use.	As lower level plus Works with IT based systems to monitor and measure physical performance.	As lower level plus: Uses computers for record keeping, reports, posters, etc, and internet to research and find information.	Running, walking, jumping, climbing, demonstrating technique, performing all kinds of physical games, conducting PE lessons with students.
Working conditions	As lower level.	As lower level.	Working and performing games in/out doors, only severe weather would deter activities.
Risks encountered	As lower level.	As lower level.	Inherent risk of injury due to physical nature of the work.
Knowledge and Skill levels	As lower level plus: Experience of teaching/coaching students in large groups in various sports/activities. Detailed practical knowledge of a group of sports and the ways to teach/coach young people in physical activities generally. Knowledge & understanding of fitness, injury, nutrition and sports science. Level 4 national coaching or instructors award in relevant sport or physical activity and preferably a qualification in Sports or Health Science, or Sports Management. Good organisation and time management skills. Able to manage a team of coaches or instructors. Able to deal with and put ideas across to staff, pupils, parents, sponsors, funding agencies, etc. Able to train new teachers and coaches in coaching techniques and session planning. Able to set up and manage a budget.	As lower level plus: Experience of supervising other coaches or instructors. Experience of coaching young people in large groups in various sports/activities. Level 2 national coaching/instructor/leader award in relevant sport or physical activity. Detailed practical knowledge and of relevant guidelines of a least one sport/activity sufficient to coach young people and able to transfer that skill to other physical activities. Develops knowledge & understanding of fitness, injury, nutrition and sports science. A coaching or instructor award in a physical activity. Able to use own initiative and work to deadlines. Able to display a professional approach to role with positive attitude to professional development.	Experience of dealing with young children; all capabilities and all ages. Detailed practical knowledge of a least one sport or physical activity. Willing to study for and gain a coaching/ or instructor award. Willing to achieve a first aid award. Verbal and written communication skills sufficient to understand and put ideas across to pupils and parents. Good time management skills. Able to instruct students in large groups in a variety of sports/activities Able to work as a member of a team and liaise effectively with others.