



Hazelwood School

Sports Coach

Hazelwood

Hazelwood is an independent co-educational Prep School for children aged between 4 and 13 years of age. It has a linked nursery, The Nursery and Early Years, which caters for children between the ages of 6 months and 5 years. We have 600 children across the two sites. The Prep School is situated in 25 acres of grounds with phenomenal views over the North Downs. The nearest town, Oxted, is one mile away and has excellent mainline rail links into London. The M25 is easily accessible. Further details about the school can be found on the www.hazelwoodschool.co.uk website.

The following are the key duties and responsibilities:

1. To aid pupils to learn as effectively as possible both in-group situations and on their own by, for example:
 - Supporting the educational, physical and social needs of the children
 - Being actively involved in the whole planning cycle and contributing towards reviews of pupils' progress
 - Providing a full range of stimulating activities for the children as part of their physical, intellectual, emotional and social development
 - Motivating and encouraging the children as required by providing levels of individual attention, reassurance and help with tasks as appropriate to their needs
 - Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
 - Consistently and effectively implementing agreed behaviour management strategies
2. To look after the welfare of the children by;
 - Attending to their health, welfare and safety at all times, including when in external play areas and personal care
 - Dressing minor wounds, dealing with their health requirements as necessary, subject to training and instruction provided
3. To support and implement the agreed aims of the school.
4. To be aware of confidential issues linked to home/pupil/teacher/school
5. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
6. To take part in training activities offered by the school
7. To take teams, coach and umpire when required
8. Drive mini buses for fixtures when required (subject to driving licence and training)
9. To be actively involved in after school clubs
10. Be involved in occasional weekend fixtures

Job Description

- The role is to provide inspirational teaching and Sport in the curriculum and as part of the co-curricular provision. The post holder will report to the Head of Boys / Girls Games
- Encourage pupils' progress and engender enthusiasm for sport
- Keep records of work covered and pupils' progress
- Attend parents' evenings for all classes taught
- Prepare pupil reports in line with the school's protocol
- Attend Continuing Professional Development courses
- Attend all Staff and Department meetings including INSET training
- Attend Open mornings and Education Days on occasional Saturdays if required
- Maintain a positive and professional approach with parents and colleagues
- Actively promote good behaviour amongst pupils
- Cover for absent colleagues
- Be a member of one of the school's Houses and attend House meetings
- Positively promote the school in the community
- Attend some occasions such as concerts, plays, matches and other parent/staff social events as required
- Other duties as occasionally directed by the Head of Boys/Girls Games or SLT

The job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

Hazelwood Competencies

Building Relationships

Definition: To foster and promote positive, trusting and professional relations within and beyond the school community

Professionalism

Definition: Shows consideration and respect for others and embraces diversity within the Hazelwood community. Demonstrates excellent professional knowledge and passion for their job role whilst maintaining high expectations of themselves and others.

Communication

Definition: The ability and drive to share and receive information (both written and verbal), seek advice and liaise with the staff, children, parents and others within the Hazelwood community.

Planning and Organisation

Definition: the ability and desire to plan and organise effectively to meet the needs of all.

Adaptability and flexibility

Definition: to demonstrate a willingness to be open to change, to be approachable and pro-active in all aspects of your role.

Teamwork

Definition: *The ability and desire to work cooperatively with others, recognising and supporting team members. Understanding that there are many varied teams within Hazelwood, involving students, staff, parents, Governors and Community constituents.*

Big Picture Thinking

Definition: *To be able to see the School as a whole and not just your department's perspective. To contribute to the whole School Vision by driving for the change and innovation it promotes, maintaining the highest of expectations from yourself and those around you.*

Leadership

Definition: *To influence and maximise the effort of others towards the achievement of our school vision and to translate this vision into reality.*

Hazelwood School is committed to safeguarding the children within its care and the successful candidate will be required to obtain an enhanced DBS Certificate, through Hazelwood, prior to starting work.
Hazelwood School upholds British values.

Position to start at the beginning of the new academic year, September 2021.

Hours: Monday to Friday afternoons

Remuneration: The rate of pay is according to qualifications and experience.