

JOB DESCRIPTION

Coordinator of Girls Games

This job description outlines the responsibilities and accountabilities relating to this post and does not describe in detail all of the duties required to carry them out. Other duties may be required to be undertaken from time to time as directed by the Cross Campus Director of Sport.

Purpose of the role

- To promote, organise and develop to the highest standards Girls sport in the delivery of the games programme.
- To develop the high standard of coaching and performance of our teams and individuals in competitions with others ensuring pre match preparations are well prepared and then delivered.
- To ensure that staff have the necessary resources to coach to the highest possible standard.
- To be available to parents when required and to provide them with appropriate updates about their child.
- Fulfil a leading coordination role within the Schools games programme.
- To constantly seek out new opportunities, initiatives and innovations
- To grow networks and connections with clubs, other schools and especially with Jesuit and other partner schools.

Benefits to the School

1. High quality Girls Sports programme working towards a Centre of Excellence
2. Increased number of participation rates for all students.
3. Increased number of high quality students and opportunity for all student levels to develop.
4. Continually up to date with modern thinking and practice.
5. Better positioned to attract/access future funding.
6. A coordinated coaching structure within the School for all students.
7. Provision of a safe and friendly learning environment.
8. Produce a professional attitude towards development, training and playing.

Responsibilities and accountabilities

1. Overall responsibility for Girls games within the timetable including the after school activities slots and fixtures.
2. Responsible for all equipment / resources related to the delivery of Girls Games Sport
3. At the start of each term, deploy staff to each different aspect of the games and after school activity programme including fixtures, in agreement with the Cross Campus Director of Sport.
4. Staffing to be reviewed weekly, with changes and adjustments made as required.
5. Any staffing needs are clearly communicated by the Coordinator to the Cross Campus Director of Sport in advance e.g. before the end of the preceding term. If significant needs emerge during the

school year then contingency plans are made by the Coordinator while any recruitment that is needed is completed.

6. To mentor and share good practice with all coaches and Games staff and provide in-service training for all coaching staff.
7. Responsible for the day to day management of the staff associated with Girls Games
8. Responsible for the coordination of fixtures for all Schools teams & House events (including all related administrative details e.g. arrange fixtures, catering, umpires, school nurse and transport) in the required format – **Appendix 1**.
9. Quality control of Team sheets and sending parent communications
10. Responsible for their own team, from the planning and implementation of coaching sessions through to team selection and organisation for matches.
11. To organise/support outgoing and incoming tours both within the UK and abroad and pre-season training programmes, ensuring players of all abilities are nurtured effectively.
12. Support the Cross Campus Director of Sport and Deputy Head Pastoral in the delivery of Co-Curricular Activity outside of the Core Sport Programme
13. To act in a professional manner, setting high expectations, maintaining good order among pupils setting and safeguarding their health and safety
14. To promote and safeguard the welfare of children according to school policies and procedures
15. Responsible for Risk Assessments relevant to the delivery of Girls Sport
16. To keep a full and comprehensive record of all work covered.
17. To assess student progress in accordance with department guidelines
18. To perform all duties in an equitable manner and to actively promote the principles of equality amongst colleagues, students, partners and service users.
19. Encourage all students to act in a sportsmanlike manner at all times and ensure that the spirit of the game be promoted at all time.
20. Prepare, Update and Monitor Core Sport Plans with Senior Coaching staff
21. Quality control of Girls Games Termly reports to include dividing, checking and asking senior coaches to rewrite any reports that fall below the minimum standard agreed with the Deputy Head Academic.
22. Quality control of Girls Games weekly roundup reports for the Cross Campus Director of Sport, Form Tutors and Heads of Line/School.
23. Quality control of Girls Termly coaches reports for the Mountaineer, Termly close out report and other school publications.
24. Act as first point of contact for any pupil or parent related queries related to Girls Sport – to include all complaints / queries parents may have about a coach or other members of the games staff.
25. The Coordinator may need to refer a matter to the Head of Line / Head of School/Cross Campus Director of Sport.
26. To encourage communication between Parents and the lead coach for each team
27. To deal with an enquiry or complaint in the event that coaches feel the need to refer the problem.
28. To ensure that coaches are encouraged to keep all form tutors up to date in relation to all incidents at games/fixtures.
29. Contribute to the @TheMountSport Twitter on a regular basis reporting Girls Games sporting news in a timely manner
30. Support and organise prep school festivals to take place at MSM.
31. To assist the Cross Campus Director of Sports with the sports scholarship assessment days.
32. To manage in conjunction with the coaches and ensure there is enough appropriate equipment and monitor equipment levels.
33. To promote the Schools sports facilities to external users and signpost any interest to the Commercial Manager from a lets perspective.

Headmaster: Dr Nicholas Cuddihy B.Rel.Sc., MSc.,Ed.D

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34. To promote the School to potential students and signpost any interest to the Head of Admissions, Marketing and Development and where appropriate the Cross Campus Director of Sport.
35. Produce a termly close out report for the Cross Campus Director of Sport following the end of the each term. The report should focus on:
 - a. Achievements over the term e.g. how the benefits to the school have been realised, e.g. sports tours if applicable/fixtures /participation numbers etc.
 - b. What improvement has each student made, their strengths and weakness', their achievements during the season and mental and behavioural improvements.

ICT

Have a good understanding and knowledge of the General Data Protection Regulations (2018) and ensure personal working practices, and those of the Games team comply with the regulations.

Health & Safety

Under Health & Safety legislation, you have a responsibility to yourself and others for ensuring adherence to the School's Health & Safety Policy by:

- Reporting all accidents and unsafe situations immediately to your line manager;
- Cooperating with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare;
- Following any training you receive when using any work item provided, if applicable.

Training and Development

With the Cross Campus Director of Sport you must help to identify your own training and development needs and co-operate with means to address these, for example by:

- Keeping up to date with the requirements of the role, with a willingness to gain knowledge where required.
- Continually seek development opportunities in order to improve personal performance
- Ensuring attendance at appropriate training meetings and events, and keeping up to date with the latest procedures, regulations and the external market for Cricket and other sports.
- Undertaking training courses as directed.

All staff are expected to:

- a. Work towards and support the School's vision and the current objectives.
- b. Support and contribute to the School's responsibility for safeguarding and promoting the welfare of children and young people, adhering to all safeguarding policies and procedures.
- c. Value promote and advance equality and diversity.
- d. Work within and adhere to the School's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- e. Adhere to Data Protection principles and policy, ensuring confidentiality of the School's activities is maintained in order to protect the integrity of the School and its people.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct positive and courteous relations with students, parents and colleagues.
- g. Engage actively in the performance review process.

- h. Work within the School's pastoral and behaviour management policies and structures.
- i. Undertake other reasonable duties related to the job purpose required from time to time.

Mount St Mary's College is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

PERSON SPECIFICATION

Coordinator of Girls Games	Ess	Des	MOA
EDUCATION & TRAINING			
A recognised Level 3 Coaching Certificate or equivalent, ideally in Hockey or Netball with substantial coaching experience in the subject area.	*		A/C
A teaching qualification, e.g. PGCE, BEd, QTS		*	A/C
Must be willing to undertake training in additional sports as directed, including a Level 2 Coaching Certificate in at least 1 of the School's core sports (Rugby/Hockey/Netball/Cricket)	*		I
Further educational or vocational qualifications in sport		*	A/C
First Aid Certificate (can be gained on employment)		*	A/C
Midas - minibus driving training (can be gained on employment)		*	A/C
WORK EXPERIENCE			
Experience of working as an established Sports Coach	*		A/I/R
Experience of working as a PE/Sports Teacher or		*	A/I/R
Experience of working with young people in an educational environment	*		A/I/R
Experience of writing and reviewing sports programmes and reports	*		A/I/R
Experience of managing relationships with key stakeholders including parents, external coaches, other schools and sporting organisations	*		A/I/R
Planning, leading and delivering structured sports sessions	*		A/I/R
Planning and leading and trips and fixtures	*		A/I/R
Undertaking, reviewing and implementing risk assessments	*		A/I/R
Mentoring, coaching and developing junior coaches	*		A/I/R
Use of a range of strategies to establish a purposeful learning environment and to promote good behaviour	*		A/I/R
KNOWLEDGE			
Understanding of the educational environment	*		I
A thorough up-to-date knowledge of the subject/specialisms	*		I
Up to date with contemporary issues in sport	*		I
Knowledge and practical experience of behaviour management strategies with an ability to maintain good discipline	*		I
A clear vision and understanding of the role of school sport in the lives of young people	*		I
Safeguarding and child protection awareness	*		I
A good knowledge and understanding of Health and Safety issues within the subject area and experience operating to the standards required.	*		I
Awareness of how young people learn and the factors that affect their progress and quality of learning	*		I
Committed to lifelong learning with a willingness to contribute to furthering own learning through CPD	*		I
SKILLS			

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Competency to perform at consistently high standards in a school and/or coaching environment	*		I/R
Excellent organisational and planning skills with strong attention to detail	*		I/R
Excellent written and verbal communication skills, including appropriate ICT skills	*		I/R
Emotional resilience with the ability to work as a reflective practitioner	*		I/R
Ability to motivate colleagues and pupils whilst providing them with the appropriate level of challenge	*		I/R
Good interpersonal skills demonstrating the ability to form good working relationships and work well as part of a team	*		I/R
Patience and empathy with children and young people with the ability to form and maintain appropriate relationships and personal boundaries	*		I/R
Able to make decisions and work on own initiative	*		I/R
PERSONAL ATTRIBUTES			
Has an enthusiasm for sports outside of own specialism	*		I/R
Demonstrates a high level of commitment to extra-curricular activities	*		I
Able to manage conflicting priorities and achieve objectives whilst maintaining professional integrity.	*		I
Acts as a positive role model with behaviour consistent with the values of the School	*		I
Committed to delivering high quality customer service to pupils and parents	*		I
A strong work ethic with a 'can do' attitude.	*		I/R
Approachable, calm and diplomatic.	*		I
Flexible with a willingness to be involved in activities that promote the College	*		I
Available to work unsociable hours to support the sporting programme.	*		I
Committed to safeguarding and promoting the welfare of Children and Young People	*		A/I/R
Be suitable to work with Children and Young People	*		A/I/R

Key: MOA = Method of Application; A = Application; I = Interview; Assessment = As; R = Reference; C = Certificate

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headmaster and/or your manager. This job description may be reviewed annually and it may be modified or amended at any time during the year after consultation with the post holder.