



MOUNT

ST MARY'S | BARLBOROUGH HALL

JOB DESCRIPTION

Job Title:	Head of Netball and Multi-sport coach
Department:	Sports
Location:	All sites across Mount St Mary's for a cross campus post
Hours of Work:	Full-time, term-time plus 5 weeks
Responsible to:	Head of Games and Sport

Job Purpose

- To work with the Head of Sports and Games (HOGAS) to deliver the core aims for sport at Mount St Mary's and Barlborough Hall School (see appendix).
- To promote, organise and develop sport and in particular Netball across Mount St Mary's College and to liaise with the Head of Games at Barlborough Hall School.
- To ensure high quality coaching programmes and pre match preparations are well prepared and then delivered.
- Fulfil a lead coaching role within the School's Netball programme.
- To develop games as a way of bringing families and students together at the school ensuring that the welcome and hospitality offered at school events is of the highest quality.
- Be responsible for day to day management of all Netball sessions.
- Be responsible for selection, coaching and management of all Netball teams, including their own.
- To ensure that staff have the necessary resources to coach the game to the highest possible standard.
- To be available to parents when required and to provide appropriate updates about their child and to manage all comments and parent related interaction in connection to your sport.
- To support the Sports Department in delivery of whole sports program including coaching of sports other than your own specialism.

Main duties and responsibilities

The post holder will be expected to:

Development of Netball

- Increase participation in Netball in line with stated success criteria.
- Increase number of high quality players and opportunity for all playing levels to develop.
- Raise the esteem of girls sport
- Be continually up to date with modern thinking and practice.
- Be better positioned to attract/access future funding.

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Headteacher: Mrs Karen Keeton BMus. (Hons), PGCE

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- Have a coordinated coaching structure within the School for all students.
- Ensure the provision of a safe and friendly learning environment.
- Produce a professional attitude towards development, training and playing.
- Train other coaches to a minimum level in your speciality sport to ensure continuity of delivery across the program.

Planning, Delivery and Evaluation of Sports Programmes

- Contribute to the delivery of Sport department's aims and objectives and success criteria.
- Prepare, monitor and update core sports plans and co-curricular programme, termly in advance.
- To lead engaging and stretching sessions that develop the students learning skills as well as their skills and knowledge, utilising a variety of methods to suit the student's needs.
- To keep a full and comprehensive record of all work covered.
- To have knowledge and understanding of Child Welfare procedures in relation to coaching responsibilities.
- Register students in a timely manner, ensuring all students are accounted for and maximising the time in session.
- In conjunction with all members of the Sports department ensure proper and safe use of the changing facilities, carrying out checks after use and addressing any issues appropriately
- Set up all necessary equipment for the session in advance to maximise time for pupil participation.
- To conduct sessions in accordance with the School and appropriate guidelines and good practice.
- To assess student progress in accordance with department guidelines.
- To set high expectations at all time for all students, including behaviour according to school policies.
- Encourage all students to act in a sporting manner at all times and ensure that the spirit of the game be promoted at all times.
- To develop a pool of talented Netball players
- Manage the School's links with Derbyshire, Yorkshire and Nottinghamshire (and any other relevant) academies.
- To develop local, regional, national and international links, especially within the network of Jesuit and Catholic schools.
- To oversee and conduct risk assessments at all sessions in your sport.
- Contribute to other sports and co-curricular program as directed by the HOGAS.
- Develop a program of activities for break times.
- Development and delivery of enrichment activities.

Sports fixtures and Events

- Coordinate fixtures for all Schools teams (including all related administrative details e.g. arrange fixtures, catering, umpires, school nurse and transport) 1 term in advance.
- Organise/confirm fixtures and House Netball events
- In conjunction with the HOGAS organise tours both within the UK and abroad and pre-season training programmes, ensuring players of all abilities are nurtured effectively.
- Support the HOGAS in the delivery of Sports Day at Mount St Mary's College.
- Support the HOGAS in the coordination of Burns night and other fundraising events.

Scholarship Program

- To assist the HOGAS with the sports scholarship assessment days.

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- Develop and deliver specific training program for scholars, ensuring they are followed and escalating any issues to the HOGAS.
- Provide additional support to scholars as required.
- In conjunction with the HOGAS coordinate regular meetings with pupils and parents to discuss their sporting journey.

Communication and Marketing

- Contribute to the @TheMountSport Twitter on a regular basis reporting sporting news in a timely manner.
- To co-ordinate the production of reports for 'The Mountaineer' and other publications as directed by the HOGAS.
- To ensure there is timely and appropriate communication with form tutors and Heads of Line/School regarding pupil attendance and participation.
- To encourage communication between Parents and the lead coach for each team regarding the day to day running of games and fixtures. Responding within 24 hours were possible.
- To promote the Schools sports facilities to external users and signpost any interest to the Enterprise Manager.
- To promote the School to potential students and signpost any interest to the Head of Admissions and where appropriate the HOGAS.
- Promotion of Mount St Mary's Netball which would include visiting feeder prep schools.
- Represent the sports department at Parents' Evenings, assemblies and other events as necessary.
- Promote summer tours at Parents Forum.

Facilities and Resources

- To manage and ensure there is enough appropriate equipment and monitor equipment levels.
- Oversee the maintenance and development of Netball facilities in conjunction with the HOGAS; liaising with the Grounds supervisor over pitches.
- Maintain all equipment related to delivery of sports.
- Identify any day to day staffing requirements and bring it to the attention of the the HOGAS if further resource is required. Need for increased staff resource should be raised with the HOGAS in advance e.g. before the end of the proceeding term. If significant needs emerge during the school year then contingency plans need to be made in agreement with the HOGAS.
- To supervise and mentor the Schools coaches.
- To share good practice with all coaches and Games staff and provide in-service training for all Mount Netball coaching staff.

Reports

- To produce Netball termly reports, weekly roundup reports and termly coaches reports.
- Contribute towards the half-termly reports to the Executive and biannual reports to the Governors as directed by the HOGAS.
- Provide written feedback on pupils' performance.
- Produce a season close out report for the HOGAS in the July following the end of the previous season. The report should focus on:

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- a. Achievements over the season e.g. how the benefits to the school have been realised, e.g. sports tours/participation numbers/girls Netball.
- b. What improvement has each player made, their strengths and weakness', their achievements during the season and mental and behavioural improvements.
- c. Provide detailed information including statistics relating to agreed success criteria.

Cover support

- Perform cover duties on a rota basis during non-coaching periods.
- Carry out break time duties supervising students.

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;
- Undertake risk assessment for each activity;
- 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 Head of Games and 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 Netball and other sports.
- Undertaking training courses as directed.
- Train to minimum standard to be able to deliver coaching of sports other than own specialism.

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 / Barlborough Hall School 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.

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 HOGAS.

Person Specification

Head of Netball	Ess	Des	MOA
EDUCATION & TRAINING			
A recognised Level 2 Coaching Certificate or equivalent experience in Netball	*		A/C
Willing to undertake training in additional sports as directed, including Level 2 Coaching Certificates in core sports offered.	*		I
Experience of competing in sports at a representative level e.g. County or Regional	*		A
Behaviour and Classroom Management Training (can be gained on employment)		*	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 across a range of different sports and physical activity	*		A/I/R
Experience of working with young people	*		A/I/R
Experience of working with young people in an educational environment		*	A/I/R
Planning, leading and delivering structured group games sessions and trips	*		A/I/R
Undertaking, reviewing and implementing risk assessments	*		A/I/R
Mentoring 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			
A clear vision and understanding of the role of school sport in the lives of young people	*		I
Safeguarding and child protection awareness	*		I

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Specific health and safety knowledge relevant to a games setting	*		I
Fitness training principles	*		I
Awareness of how pupils learn and the factors that affect their progress	*		I
Knowledge of barriers to sport and inclusion to promote activities to all	*		I
Understanding of an educational environment		*	I
SKILLS			
Competency to perform at consistently high standards in a school and coaching environment	*		
Excellent organisational, communication and listening skills	*		I/R
Good interpersonal skills demonstrating the ability to form good working relationships	*		I/R
Patience and empathy with young people	*		I/R
Able to evaluate successes and areas for development	*		I/R
PERSONAL ATTRIBUTES			
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
Able to act quickly and responsibly in the event of accidents or unacceptable behaviour or disruption by pupils	*		I
A strong work ethic with a 'can do' attitude.	*		I/R
Ability to influence and motivate people.	*		I/R
Approachable, calm and diplomatic.	*		I