

## PERFORMANCE HOCKEY COACH - JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<b>Job Title:</b>	Performance Hockey Coach
<b>Reports to:</b>	Director of Sport and Assistant Director of Sport/Director of Hockey
<b>Department:</b>	Sport
<b>Hours per week:</b>	Tuesday 08:30 - 16:35, Wednesday 13:00 - 16:00, Thursday 08:30 - 12:20, Friday 11:30 - 16:35 and Saturday depending on fixtures (AM or PM)
<b>Contract Type:</b>	Zero Hours
<b>Duration of Contract:</b>	Girls Hockey - Michaelmas Term (Sept - Dec) Boys Hockey - Lent Term (Jan - March)

<b>Key working relationships:</b>
Director of Sport (DoS)
Assistant Director of Sport/Director of Hockey
External Coaches
Internal (Staff) Coaches
Pupils and Parents

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## Job Summary

To provide professional, safe, fun and high quality Hockey coaching for all year groups. In line with our 'Team Pangbourne' values: Attitude, Enjoyment, Meaningful Competition, Aspirational Legacy.

## Duties and Responsibilities

- Implement coaching and encourage participation in line with the College's structure/programme for all age groups.
- In conjunction with the Director of Sport and Assistant Director of Sport/Director of Hockey, help to raise the standard of Hockey at Pangbourne.
- Promote the College in a professional way for both Home and Away fixtures.
- To build and maintain successful relationships with pupils, treating them with patience, respect and consideration.
- To help keep pupils on task and to build motivation as well as build pupils' confidence and enhance self-esteem.
- To promote the inclusion and acceptance of all pupils and encourage all students to interact and work cooperatively.
- Lead a team on Saturdays and Wednesdays, officiating where required
- To plan and deliver coaching sessions.
- To be able to officiate hockey in the michaelmas and lent term.
- Selecting and being responsible for a team in Junior and Senior School
- To keep up to date with initiatives relating to the coaching sport
- To contribute fully to our extra-curricular programme of sports provision and fixtures.
- To ensure students have access to appropriate opportunities both within and outside school.
- Liaise with and support the Sports Department across the College.

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## **School Responsibilities**

- To flag any issues or concerns to DoS
- To maintain good discipline.
- To maintain records to show rates of participation in events/competitions and programmes.
- To work alongside other staff, including teachers, trainee teachers and support staff.
- To attend safeguarding and other training as and when required by the school.
- To communicate effectively with pupils, staff, and parents.
- To maintain confidentiality at all times with regard to all aspects within the school.
- Any other duties as commensurate with the post, as requested by the management of the College.

## **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

## **Child Protection and Safeguarding Policy**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

## **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

## **Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy Notice, unless explicit written consent has been given by the person identified.

## **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

## **Health and Safety**

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

*It is the firm policy of the College to promote a happy, professional, yet "family" atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague.*

November 2020