



TOWN CLOSE SCHOOL

NORWICH'S FINEST PREP SCHOOL • FOR GIRLS & BOYS • 3-13 YEARS

At Town Close School we value our individual pupils and staff for the breadth and variety of their talents. Our core values are effort, commitment, respect for others, thoughtfulness, and consideration.

GAMES COACH (Hockey) Job Description

1. Prepare and give lessons in line with the agreed syllabus and scheme of work of the Games Department, assisting or leading coaching in Games lessons with all Prep age-groups.
2. Stimulate and encourage pupils to achieve excellence using teaching styles adapted to the needs of all pupils.
3. Coach and lead teams in matches, posting team sheets and arrangements in advance of match days. Liaise with relevant staff involved in inter-school matches (grounds, catering etc).
4. Lead and assist coaching in hockey and cricket and in related extra-curricular activities. Lead the development of hockey throughout the School.
5. Organise equipment and kit that is required for home and away matches.
6. Assist with the supervision in changing rooms before and after Games lessons, and when walking to and from Games fields.
7. Assist with registering children prior to Games sessions to ensure all children are accounted for at all times.
8. Where possible, transport children in School minibuses to Games fields and away fixtures (undergo County Test as required) and accompany teams on coaches to away fixtures.
9. Report on accidents and disciplinary incidents that occur in coaching sessions or Games lessons to appropriate staff.
10. Take part in departmental meetings, as required by the Heads of Department or the Director of Studies.
11. Keep departmental colleagues informed of any pupils who may be experiencing difficulties with the subject.

12. Communicate regularly and freely with other coaches and teachers; exchange views on coaching methods and individual children; be accessible and be open to new ideas that may be effective.
13. Complete pupil reports, assessments etc. on the computer, as and when required.
14. Maintain high personal standards of appearance, behaviour and punctuality.
15. Undertake basic First Aid training.
16. Undertake a share of supervisory duties as required by the Deputy Head.
17. Remember that children have the right to complain about you to another (appropriate) member of staff. (Avoid giving them any genuine reason for doing so. Always act in a way that you honestly believe to be right, justifiable and in the interests of the pupil.)
18. Ensure that safeguarding is always your number one priority. Assess risks according to the School's policies, avoiding or minimising potential dangers. Ensure that children's well-being is always the forefront of your mind and that any concerns relating to a child potentially suffering harm or abuse are reported immediately to the DSL as per the School's safeguarding policy and any concern relating to the conduct of a member of staff is reported immediately to the Headmaster.

Last reviewed April 2019