



Job Description

Job Title: Co-Ordinator of Sports and Fitness

Background

Our music programme, academic and wellbeing structures support the development of each individual student from the moment they arrive until the time they leave. Each student is provided with the skills and confidence to help them make the most of their opportunities at Chetham's, their chosen conservatoire or university and life beyond. We all accept responsibility for the development of each student; not only in terms of the highest musical and academic standards, but also in the confidence and self-esteem which comes from being valued as an individual at Chetham's.

Our students are individuals and we recognise that each and every child arrives at Chetham's with talent and potential and must be able to succeed in our environment. Each student and their parents are therefore entitled to, and receive, specific, focussed support, which is adapted at every stage of their development according to their needs.

Chetham's aims to sustain excellent standards of individualised care. The School is committed to the ongoing support of existing staff through a variety of INSET on important issues relating to the welfare of children and to the training and support of new staff through its programme of Induction.

We promote moral and spiritual values through the quality of relationships between students and between students and staff; our commitment to the care of others as we nurture their musical and academic talents remains paramount to the ethos of the School.

The Role

There is a greater emphasis in the life of Chetham's on the holistic education for all students. Healthy lifestyles are promoted through sport, health and fitness. This role is to manage the Fit to Perform curriculum and Activities working with coaches to provide good quality lessons and enrichment for our students.

Duties

- to teach curriculum and extracurricular sport and fitness activities
- to plan, organise and deliver an appropriate range of sports and physical activities which are part of safe, effective and progressive programmes
- to maintain high personal and professional standards, both inside and outside the classroom
- to assist in devising departmental schemes of work, to contribute to the general work and development of the department, to implement its policies and to undertake tasks arising from these

- to ensure all students are effectively catered for including students with any SEND
- to be able to implement initiatives from other areas of the School/Curriculum that have a direct bearing on a student's physical fitness and development working with Alexander Technique instructors or school Physio (where necessary)
- to set high expectations for all students and ensure good progress and outcomes for all students
- to keep equipment stocked and supplied managing a budget effectively
- to maintain good behaviour at all times, understanding the students' needs and abilities while pursuing appropriate action when students fail to respond
- to maintain high standards of student behaviour specifically to ensure safety in the gym and in all activities
- Contribute to the education of the students in making healthy lifestyle choices including nutrition
- Report or deal with any maintenance issues or faults with equipment
- Keep your specific sport/activity qualifications and insurance up-to-date and provide copies at interview and on renewal to your line manager
- Comply with all and any requirements within the Departmental and School Risk Assessments.
- Be willing to deliver basic First Aid where needed
- Implement the 'Health and Safety' Policy of the Fitness Suite and all Health and Safety procedures as required for the maintenance of the fitness suite and all who use it
- To Supervise the Gym during recreation hours
- To Provide guidance where needed to individuals
- To Carry out Gym Inductions and maintaining safe conduct in all users at all times
- To Offer bespoke guidance to address physical needs of the individual and with especial regard for the needs of young musicians
- to understand and implement the School's aims and objectives, acknowledging the ethos of a specialist music school which is also a boarding school
- to undertake such duties, administrative tasks and responsibilities as may reasonably be directed by the Joint Principal.

Person Specification

This role may be suitable for an NQT and those with more teaching experience. The role is best suited to someone with a passion and experience for Physical Education in Schools at any key stage. We want someone who is able to be self directed and motivated, someone who cares for the children they teach, and someone who will contribute to the life of the School.

Essential	Desirable
PGCE/ PGDE/ QTS or equivalent in sports or sports related education	Experience of gym based personal training
Recent relevant training	Experience of working with full age range 8-18
Previous sports coaching experience	Be an experienced and accomplished sports person
At least one sports coaching qualification to a minimum of level 3	Experience of working in a School/ School based practice
Experience of working with young people	Experience of teaching dance, yoga, gymnastics
A positive outlook and can – do attitude	Experience of leading on health and safety in a sports environment

Suitable to work with young people	
Risk assessment and professional standards working knowledge	
A secure working knowledge of health and safety	

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with *Chetham’s Child Protection and Safeguarding Policy*, the *Staff Code of Conduct* and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham’s, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham’s is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham’s recognises the contribution it can make to protect and support students

I agree that I have read and understood the attached job description.

Employee’s name

Employee’s signature

Date