

Norwich School Sports Coach



JOB DESCRIPTION

Job Title: Sports Coach
Reports to: Deputy Head (Co-Curriculum)
Start Date: 27th April 2026
Contract: Part time, fixed term to 31st August 2027

Sessions Required (during term time only):

Tuesdays 13:00-16:00
Wednesdays 13:00-16:00

Anticipated Sessions Required (Term time only)

(These are baseline sessions which may be flexed to allow for fixtures, additional sessions, as agreed, or cancelled sessions. In the case of cancelled sessions, the post-holder will be given at least 48 hours' notice, in which case no claim for payment will be eligible).

Specific Responsibilities

- The Sports Coach will work under the direction of the Deputy Head (Co-Curriculum) and the appropriate Heads of Sport to deliver and support games lessons and extra-curricular activities across the senior school. An ability to officiate in a range of sports will be advantageous.
- Be responsible for maintaining a register of pupils attending to share with the Sports Department Manager for each session
- Ensure that they are up to date with good practice in their field and share any relevant information with the school
- Ensure with the support of the DSOE that risk assessments are followed

Further Details

The school promotes a culture of sport and exercise through its games, sports and extra-curricular provision as it strongly believes in the associated positive links between activity, academic studies and improved well-being.

Norwich School has 3 primary aims to achieve through the games programme:

- Developing people capable of excelling in a high-performance sporting environment
- Encouraging participation in Sport through a broad range of sporting experiences that inspire improved capability, and sport for life.
- Providing opportunities through sport experiences to equip pupils for a life of leadership and service.

The successful candidate will be able to inspire and deliver sessions that promote the aims of sport at Norwich School.

Games lessons will be run in a variety of locations either onsite or at one of our hired external facilities. Transport to games lessons will always be provided.

Norwich School Sports Coach



Scope:

Norwich School is looking for sessional sports coaches and instructors to work in one or more of the following disciplines:-

- Rugby
- Cricket
- Hockey
- Any other school sport as necessary, eg Tennis, Athletics.

Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Teachers must understand and implement the Child Protection Policies of the school and attend related training.
- Teachers must promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.



PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications		
Further education qualifications in Sports Science or equivalent		X
Level 2 coaching qualification or above		X
Additional Specialist Qualifications or qualifications relating to working with adolescents		X
Current recognised First Aid certification or the ability to gain this in advance of starting the role.	X	
GCSEs at C grade or above in English and Maths or equivalent		X
Experience		
Experience of designing and implementing sport coaching programmes in a school environment.	X	
Experience and knowledge of officiating	X	
Demonstrate appropriate knowledge of the physiological, psychological and sociological differences between youths and adults and be able to explain how they would adapt sessions to suit.	X	
Background of working with children in sport		X
Basic skills and competencies		
Excellent written, verbal, administrative and organisation skills	X	
Competent ICT skills including sports specific tools to enhance the experience of all	X	
Personal Qualities		
Be a positive sporting role model to all stakeholders at the school	X	
To understand and comply with Child Protection procedures	X	
Excellent communication and interpersonal skills	X	
Be flexible and able to adapt to a dynamic working environment	X	
Ability to work independently and as part of a team; working co-operatively and sensitively with others.	X	
The ability to work with a wide range of people, staff, parents and pupils	X	
Effective time management skills and the ability to balance competing priorities and achieve deadlines	X	



SALARY AND BENEFITS

Salary and Working Pattern

This is a part time, fixed term position until 31st August 2027. The salary will be commensurate with skills, experience and qualifications. The hours of work are 6 hours per week, typically Tuesdays from 13:00-16:00 and Wednesdays from 13:00-16:00, during term time only. Flexibility in working hours and pattern is required to meet the changing needs of the school. The successful candidate will also be expected to attend staff training days.

Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of his/her salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare

Staff may benefit from a heavily subsidised private healthcare plan. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Schemes

Norwich School offers the Cycle to Work.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.