



# Sports Coach And Learning Mentor



CONCORDIA  
ACADEMY



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# Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Sir Steve Lancashire**

**Chief Executive, REAch2 Academy Trust**



# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)



# The role

<b>Post:</b>	Sports Coach and Learning Mentor
<b>Location:</b>	Concordia Academy, Union Road, Romford, RM7 0HG
<b>Employer:</b>	Reach2 Academy Trust
<b>Hours:</b>	Full time, term time only
<b>Salary:</b>	NJC Outer London, Grade 2 SCP 1-5 or Grade 3 SCP 5-9 depending on experience £17,550-£18,848 or £17,550-£20,242 pro rata

## About The Role:

Concordia Academy in Romford is currently looking to appoint a dedicated and engaging Sports Coach and Learning Mentor. If you're passionate about inspiring young people through sport and education please do get in touch about this opportunity.

We are currently looking to appoint a Sports Coach and Learning Mentor to support our physical education provisions. You will be part of a wider school team and work towards planning, preparing and delivering a range of PE lessons, PPA cover, extra-curricular club sessions and other related programmes, all designed to enhance the school's PE and Sporting culture.

As well as this, you will support the school's vision around being a learning mentor for vulnerable pupils - supporting them in class and being a role model for their academic achievement.

The role will also include break and lunchtime supervision and support for pupils as well as regular check ins with families who may be isolating and unable to come to school.

We are looking for talented individuals who want to be a part of transforming education in Romford, and help create an exceptional place of learning. The successful candidate will possess:

- Knowledge of the PE National Curriculum and ability to deliver the curriculum through sport

- The ability to encourage and inspire young people through sport
- Experience of delivering sport coaching sessions to young people aged between 5 and 11 in a school environment
- An understanding of how children learn and develop
- Be a great role model for children

To apply please download the job pack for a full job description and person specification. For a further conversation about the role please contact Raheel Akhtar, Headteacher on [info@concordiaacademy.co.uk](mailto:info@concordiaacademy.co.uk).

The school, and REAch2 Academy Trust, reserves the right to appoint earlier if an exceptional candidate applies for the post, so early applications are strongly encouraged.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. DBS checks or police vetting will be required for relevant posts.

Reach2 are a Real Living Wage employer.

# The application

Please download an application form from our [website](#) and return FAO: Raheel Akhtar, Headteacher via [info@concordiaacademy.co.uk](mailto:info@concordiaacademy.co.uk).

REach2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

## The application process and timetable

<b>Application deadline:</b>	13 <sup>th</sup> December 2021 (12pm)
<b>School visits:</b>	Virtual visits encouraged
<b>Interviews:</b>	W/C 13 <sup>th</sup> December
<b>Contract details:</b>	Fixed Term for the rest of the academic year
<b>Salary:</b>	£17,550-£18,848 or £17,550-£20,242 pro rata
<b>Start date:</b>	4 <sup>th</sup> January 2022

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).



## Job Description



### Concordia Academy

<b>Position:</b>	<b>Sports Coach &amp; Learning Mentor</b>
<b>Reports to:</b>	<b>Headteacher/Foundation team leader</b>
<b>Scale:</b>	<b>NJC Outer London, Grade 2 SCP 1-5 or Grade 3 SCP 5-9 depending on experience</b>
<b>Salary:</b>	<b>£17,550-£18,848 or £17,550-£20,242 pro rata</b>
<b>Contract Type:</b>	<b>Fixed Term with a strong chance of becoming permanent</b>

### Job Purpose: Sports Coach

To work under the guidance of the Foundation Lead and within an agreed timetable, to implement agreed scheme of work for port with classes from Years R-6. Delivering a series of sessions to cover the national curriculum requirements for PE in Reception, Key Stage 1 and 2. To arrange and deliver an extended range of PE activities beyond the school day for Reception, KS1 and KS2.

- Plan and deliver PE sessions, evaluate and adjust session plans as appropriate.
- Monitor and evaluate pupils' responses to activities through observation and planned recording of achievement against pre-determined session objectives.
- Provide objective and accurate feedback and reports as required, to the class teacher on pupil progress in PE.
- Be responsible for keeping and updating records as agreed with the school, contributing to reviews of systems/records as requested.
- Promote positive values, healthy lifestyle, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour and physical well-being.
- Liaise sensitively and effectively with parents/carers within an agreed framework and participate in feedback sessions/meetings with parents, or as directed.
- Use specialist coaching skills/training/experience to support pupils.

- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within sessions.
- Support pupils progress in PE whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in sessions.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Implement national curriculum requirements for PE and support the development of relevant skills.
- Help pupils to access learning activities through specialist support where appropriate.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to progress and develop.
- Contribute to the overall key functions of the school.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils in PE.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, tournaments, trips and out of school activities as required.
- Supervise pupils at break and lunchtimes and promote games and activities for children to take part in during their break times.
- Provide cover for short term absence of the teacher, either planned, e.g. where a teacher has a medical appointment or is attending a course or PPA or unplanned, e.g. during absence due to ill health.

## **Job Purpose: Learning Mentor**

To be a strong role model to all children at Concordia but particularly children from disadvantaged backgrounds. We use part of our Pupil Premium spend to fund this role to enable all pupil premium children to reach their full academic potential. To provide a complementary learning mentor ser

- Support pupils in class with their learning.

- Offer support either 1:1 or in small groups for children focusing on their wellbeing or mental health
- Support families (remotely currently as a result of COVID) and continue to build upon the strong relationships between families and school.
- Support pupils who are currently isolating at home to access their online learning.
- Support children at break and lunchtimes with their friendships and activities.
- Work with appropriate staff or agencies to assist in drawing up and implementing actions for individual pupils with regards to their learning and behaviour
- Establish a productive, working relationship with pupils, acting as a role model and assisting them to make positive choices regarding their learning and behaviour.

	Shortlisting
<b>Training and Qualifications</b> <ul style="list-style-type: none"> <li>Specialist coaching qualification relevant to Primary Phase or equivalent (proven knowledge and experience)</li> <li>Training in relevant strategies in particular with regard to physical education</li> <li>First Aid Training as appropriate</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Desirable</p>
<b>Knowledge and Understanding</b> <ul style="list-style-type: none"> <li>Full working knowledge of national curriculum and other relevant learning</li> <li>programmes/ strategies in relation to PE.</li> <li>Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>Ability to coach PE across the ability and age range.</li> <li>Thorough knowledge of safety procedures and ways of maintaining and developing a safe, suitable learning environment.</li> <li>Commitment to Equal Opportunities</li> <li>Ability to build relationships with sports organisations at local, regional and national level</li> <li>Using a positive approach to promote learning and excellent behaviour</li> <li>Confident use of ICT showing an understanding of how to use ICT to support the children's development of a skill/game</li> <li>Being flexible and adaptable</li> <li>Skills to support inclusion and strategies to engage every child</li> <li>Ability to apply skills and give PE purpose through competition</li> <li>High expectations of everyone</li> <li>Ability to ensure learning is fun</li> <li>Organised approach with the ability to initiate new ideas</li> <li>Commitment to the personal welfare and safeguarding of children</li> </ul>	<p>Essential</p> <p>Essential Essential</p> <p>Essential Essential</p> <p>Essential Essential</p> <p>Essential Essential</p> <p>Essential Essential</p> <p>Essential Essential Essential Essential Essential Essential</p>
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working with children across the age ranges (Year R-Year 6).</li> <li>A proven ability as an excellent sports coach</li> <li>Working effectively in a team as well as independently</li> <li>Understanding of planning for, monitoring and evaluating the progress of children in sport</li> <li>Understanding of what makes good coaching, teaching, and learning in all aspects of PE and sport</li> </ul>	<p>Essential</p> <p>Essential Essential Essential</p> <p>Essential</p>
<b>Characteristics and Competencies</b> <ul style="list-style-type: none"> <li>Interest in own personal development and willingness to undertake further training</li> </ul>	<p>Essential</p>

<ul style="list-style-type: none"> <li>• Enthuse and inspire pupils to participate fully and develop a life-long love of physical activity, sport and exercise</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Displays warmth, care and sensitivity in dealing with children</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Open minded, self-evaluative and adaptable to changing circumstances and new ideas</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Able to enthuse and reflect upon experience</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Willingness to be involved in the wider life of the school</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Ability to work flexibly</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Ability to form effective professional relationships and have good interpersonal/communication skills</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• When all the above fail, to maintain a good sense of humour, a willingness to learn and the will to continue to strive for excellence</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Insight into what is important in our school</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Brings personal interests and enthusiasm to the school community</li> </ul>	Essential
<b>Other</b> <ul style="list-style-type: none"> <li>• Right to Work in the UK</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Works withing guidelines and procedures</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Evidence of a commitment to safeguarding and promoting the welfare of children and young people</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Commitment to promote and support the aims of REAch2.</li> </ul>	Essential

*When completing the application form applicants should address each of the selection criteria with clear evidence of success.*