

HOLLYFAST PRIMARY SCHOOL

LEAD PE COACH



Hollyfast Primary School Job description

Dear Prospective Applicant,

Thank you for your interest in the Lead PE Coach position at Hollyfast Primary School. We are delighted that you are considering joining our team, and we hope this gives you a real insight into why Hollyfast is such an exciting and rewarding place to develop your coaching career.

Hollyfast is a thriving three-form entry primary school in Coundon, Coventry, with a strong reputation in the local community. While we are one of the larger primary schools in the area, we pride ourselves on maintaining a warm, inclusive atmosphere where every child—and every member of staff—feels valued and supported. Teamwork, positivity, and strong relationships are at the heart of everything we do.

Since becoming Headteacher in January 2022, I have been proud to lead a dedicated and forward-thinking team. Our recent Ofsted inspection (September 2023) recognised the positive ethos across the school, noting that *“happy pupils thrive, surrounded by kindness and care”* and that *“mutual respect and positive relationships permeate all classes.”* This strong foundation creates an excellent environment for sport and physical education to truly flourish.

This role presents a fantastic opportunity for a passionate sports coach to make a real impact. We are looking for someone who can inspire a love of physical activity, deliver high-quality PE lessons, and build an engaging and inclusive sports culture across the school. Whether your background is in coaching, sports development, or working with young athletes, this role offers the chance to shape pupils’ confidence, teamwork, and lifelong enjoyment of being active.

You will play a key role not only in lessons, but also in developing extracurricular sports, promoting healthy lifestyles, and contributing to whole-school initiatives. We are particularly keen to welcome someone with energy, creativity, and a commitment to helping all children—regardless of ability—experience success and enjoyment in sport.

In return, you will join a supportive and collaborative team that values your expertise. We are committed to professional development and will support you in growing your skills, expanding your experience, and developing your career within education and coaching. Staff wellbeing is also a priority for us, and we work hard to ensure a positive work-life balance.

We warmly invite you to visit the school to see our community in action, meet our staff and pupils, and get a feel for the opportunities this role offers. It’s the best way to experience the welcoming and energetic environment we are so proud of.

We are looking forward to welcoming a motivated and enthusiastic Lead PE Coach who shares our passion for inspiring young people through sport.

Yours faithfully,

Mr Gary Watson
Head Teacher



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Post: LEAD PE COACH
Grade: Unqualified Teacher Salary

Closing date: 3rd July 2026
Interviews: 6th July 2026
Responsibility for:

Directorate: People
Service: Primary Schools
Location: Hollyfast Primary School
Duration: Permanent – Full time (Term time only)
Start Date: 1st September 2026



Responsible to Head Teacher

The Lead PE Coach will champion physical education, school sport and physical activity across the school, ensuring that all pupils have access to engaging, inclusive and high-quality opportunities to develop physically, socially and emotionally.

The post holder will work closely with senior leaders to enhance the school's PE curriculum, maximise the impact of Sports Premium funding and develop a culture where healthy, active lifestyles are valued by pupils, staff and families.

The Lead PE Coach will model excellent practice, support colleagues to develop confidence in teaching PE and lead initiatives which increase participation, enjoyment and achievement in sport.

The Post

Leadership of PE and Physical Activity

As Lead PE Coach, you will line manage and oversee the school's team of sports coaches, ensuring high-quality delivery, consistency, and ongoing development across all PE provision. You will provide guidance, support, and coaching to colleagues, helping to maintain high standards and a shared vision for physical education across the school.

- Support the strategic development of Physical Education, School Sport and Physical Activity (PESSPA) across the school.
- Work with senior leaders to evaluate provision and contribute to annual action planning.
- Assist in monitoring the impact of Sports Premium expenditure and contribute evidence towards reporting requirements.
- Promote a whole-school culture that values participation, wellbeing and lifelong physical activity.
- Develop opportunities for pupil leadership through sports ambassadors, playground leaders or similar initiatives.
- Identify opportunities to celebrate sporting achievement and participation within the school community.

Curriculum Delivery

- Plan and deliver high-quality PE lessons for pupils across EYFS, KS1 and KS2.
- Adapt teaching to meet the needs of pupils with SEND, disadvantaged pupils and those requiring additional challenge.
- Develop pupils' confidence, resilience, teamwork and personal best attitudes.
- Use assessment information to inform planning and support pupil progression.
- Contribute to the development of progression maps and curriculum resources.
- Ensure lessons are purposeful, inclusive and promote positive attitudes towards learning.

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Staff Development and Support

- Support teachers to improve their confidence and competence in delivering PE.
- Provide demonstrations, team teaching and practical coaching opportunities for staff.
- Share current good practice, resources and innovative approaches to physical education.
- Support new members of staff in understanding school expectations for PE provision.
- Deliver workshops or short training sessions where appropriate.

Enrichment, Clubs and Competitive Sport

The Lead PE Coach will:

- Lead, plan, organise and deliver a programme of lunchtime physical activity clubs that promote participation, positive behaviour and active play.
- Lead, coordinate and deliver a broad range of before-school and after-school sports clubs, ensuring opportunities are available for pupils of all abilities, interests and backgrounds.
- Monitor participation in clubs and target groups of pupils who may benefit from increased engagement in physical activity.
- Develop opportunities for pupils to experience new sports and activities that broaden participation and encourage lifelong involvement in physical activity.
- Organise and manage school teams, festivals, tournaments and competitive fixtures, including the completion of entry forms, team selection, transport arrangements and communication with parents.
- Coordinate and support the delivery of whole-school sporting events, including Sports Day, intra-school competitions and celebration events.
- Establish and maintain positive relationships with local sports clubs, community organisations and School Games partners to provide pupils with pathways into community sport.
- Recruit and develop pupil leaders, such as Sports Ambassadors or Playground Leaders, to support active lunchtimes and school sporting events.

You will also play a key role in leading enrichment opportunities, including setting up and establishing the OPAL (Outdoor Play and Learning) programme. This will involve developing engaging, active play experiences that promote physical activity, creativity, and positive social interaction during playtimes, contributing to the wider wellbeing and development of all pupils.

Behaviour, Inclusion and Wellbeing

- Promote high standards of behaviour and mutual respect.
- Use physical activity as a tool to support engagement, confidence and wellbeing.
- Encourage participation from pupils who may traditionally be less active.
- Support initiatives linked to attendance, emotional wellbeing and healthy lifestyles.
- Act as a positive role model for pupils through professional conduct and enthusiasm.

Resources and Environment

- Maintain PE equipment and ensure resources are safe, organised and fit for purpose.

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- Recommend purchases that enhance curriculum provision.
 - Undertake routine safety checks and report concerns promptly.
 - Contribute to maintaining stimulating indoor and outdoor learning environments.
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Safeguarding and Health & Safety

- Promote and safeguard the welfare of children at all times.
- Follow school safeguarding procedures and report concerns immediately.
- Ensure safe working practices are embedded within all PE activities.
- Carry out risk assessments where appropriate.
- Adhere to all school policies and procedures.

Person Specification

Essential Qualifications

- Relevant Level 3 Sports Coaching or Physical Education qualification.
- GCSE English and Mathematics (Grade C/4 or above).
- Paediatric or Emergency First Aid qualification (or willingness to obtain).

Essential Experience

- Experience delivering PE within a primary school setting.
- Experience organising sporting events, clubs or competitions.
- Experience supporting pupils with differing needs and abilities.
- Experience working collaboratively with teaching staff.

Essential Knowledge and Skills

- Strong understanding of primary PE curriculum expectations.
- Knowledge of inclusive practice.
- Excellent interpersonal and communication skills.
- Ability to motivate and inspire children.
- Ability to organise and prioritise workload effectively.
- Competent use of digital tools for planning, assessment and communication.
- Understanding of safeguarding responsibilities.

Personal Qualities

The successful candidate will demonstrate:

- Energy and enthusiasm for physical education.
- High expectations for all pupils.

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- Creativity and initiative.
- Reliability and professionalism.
- A commitment to continuous improvement.
- The ability to build positive relationships with pupils, families and colleagues.
- Flexibility and resilience in a busy school environment.

Professional Responsibility

- Undertake annual review to discuss achievements in line with the job description and identify any training needs.
- Attend relevant training courses to update knowledge and extend understanding within particular areas.
- Any other duties and responsibilities within the range and salary grade.
- To comply with the School's Professional Code of Conduct as part of the terms and conditions of employment and it is the responsibility of the employee to read the Code and all employees are responsible for their own actions.

The post holder must comply with Coventry City Council's Health and Safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To co-operate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their Head Teacher, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

AIM high, GROW within and REACH beyond the stars 