



GORDONSTOUN

Broader experiences, broader minds.

ADMINISTRATION AND COMMUNICATIONS (SPORTS COACH)

Reports to: Assistant Head of Sport

Job Purpose: Gordonstoun has been leading the way in Hahnian education for more than 80 years. Our uniquely broad curriculum provides challenge in the classroom, at sea and in the mountains, on the stage and on the sports fields and enables students to discover the truth in our motto – Plus Est En Vous – there is more in you.

The Admin and Communications Lead will play a vital role in supporting the school's sports programme through effective coaching, administration, and communication. This role involves coaching a variety of sports at all levels in both Gordonstoun and Gordonstoun Prep, providing specialist support to students where experience and opportunities allow. Additionally, the role encompasses key responsibilities in sports administration, including organising fixtures, tournaments, and inter-house competitions, ensuring seamless logistical execution.

Working Hours: 39 hours per week

Responsibilities of all members of staff:

- Adhere to Gordonstoun's policies and procedures regarding Child Protection and Health and Safety
- Actively contribute to the school's ethos, aligning with Gordonstoun's core values: Safe, Positive, and Improving.
- Undertake any additional tasks as required to support the school's operations and objectives.

Sports Administration and Communications

- Ensure the accurate and up-to-date maintenance of fixture lists, regularly updating both the School calendar and SOCS platform to reflect any changes or additions.
- Oversee the maintenance of up-to-date risk assessments for all sports activities and ensure all coaches' timely completion of EVOLVE submissions for all relevant trips and events.
- Coordinate and oversee performance sport chargeable programmes, ensuring smooth operation and accessibility.

- Take responsibility for ordering staff clothing and maintaining high standards of staff appearance within the department.
- Ensure completion of risk assessments for all sports-related activities within the assigned area of responsibility.
- Participate in weekly Sports Coaches meetings to stay informed and engaged with department initiatives.
- Manage the Sports Department Social Media

Programme Development and Leadership

- Attend and actively contribute to the facilitating of preseason training camps before the start of each term, as directed by the Head of Sport.
- Plan and execute sports tours during term time and school holidays, aligning with the agreed touring strategy communicated by the Head of Sport.
- Foster a culture of sportsmanship, teamwork, and resilience, creating pathways for elite athletes while encouraging participation at all levels.
- Responsible for the overall administration of fixtures, including transport, equipment, catering requirements, and team supervision for both home and away matches.

Partnerships and Recruitment

- Support the school's recruitment efforts by showcasing the strength of its sports programme.
- Attend coaching sessions at Scottish prep schools as directed by the Head of Sport to aid in recruitment efforts.

Sports Coaching

- Lead the coaching of a specific focused, core sport in each of the three terms. Plan and deliver well-structured sessions, ensuring a blend of skill development, tactical understanding, and physical fitness.
- Develop adaptive sports initiatives and promote diversity in sports participation.
- Develop and implement a robust sporting curriculum, ensuring a blend of skill development, tactical understanding, and physical fitness.
- Coach sport in the evenings, at weekends and, where appropriate, the mornings

Reporting

- Write and submit termly student reports covering core sports and extracurricular activities across the school.

Extent of Responsibilities

- Deliver sports and activity sessions during the school day from Monday to Friday.
- Participate in the evening operations of the Sports Centre one evening per week.
- Lead Senior School sports activities on Saturday afternoons.
- Take part in the Sunday duty rota, overseeing inter-house events and managing sports facilities, including during leave-out weekends.

Pastoral and General Duties

- Assist with staff duties, being assigned to the various duty teams
- Attend chapel at least twice a week
- Attend full Staff Meetings in the Senior School
- Attend major School functions
- Candidates may also apply to be a Tutor which involves student support, boarding house duties and being part of the duty team; this attracts an additional payment.

Accommodation:

- For residential coaches, a room or flat suitable for single accommodation can be provided at a nominal charge. This must be vacated within three days of the end of the Summer Term. Coaches may also apply for a residence within a boarding house, where no charge is levied for accommodation in recognition of the duties associated with the role
- All meals are provided in the school refectory during term time.

PERSON SPECIFICATION:

Attributes	Essential	Desirable	Assessment Method
Experience, Education & qualifications	<ul style="list-style-type: none"> • Significant and relevant breadth of experience of playing and coaching sports. • Qualified sports coach to UK level 2 or equivalent • Experience working with children and young people 	<ul style="list-style-type: none"> • Experience of working in a school environment. • Experience of coaching a secondary sport • First aid qualifications. 	Application form References Interview
Skills/abilities (general)	<ul style="list-style-type: none"> • Excellent IT skills, including proficiency in all MS Office applications. • Excellent communication and interpersonal skills. • Ability to organise groups of students at all levels of ability 	<ul style="list-style-type: none"> • Experience working with platforms such as iSAMS and EVOLVE 	
Personal skills and qualities	<ul style="list-style-type: none"> • Conscientious and diligent, with excellent attention to detail. • Flexible, with a can-do attitude. • Someone who creates a positive and cooperative working environment. • A commitment to Gordonstoun's unique educational ethos. • A commitment to doing the best for students from diverse cultural backgrounds. 		
Child protection	<ul style="list-style-type: none"> • Suitable to work with children • A full PVG check will be completed on the successful candidate 		References PVG check