

ERSKINE STEWART'S MELVILLE SCHOOLS



Job Description

HOCKEY AND PE SUPPORT COACH

Purpose of Job

The Hockey and PE Support Coach will assist in the hockey and PE programmes. They will attend PE lessons in the mornings and be required at all senior and junior school hockey in the afternoons. They will also be required to umpire/coach on Saturday mornings. They will be responsible for the maintenance of kit cupboards.

Accountability

The Hockey and PE Support Coach will be accountable to the Head of Hockey at Stewart's Melville College, and through them to the Head of Physical Education and Sport.

Authority

The Hockey and PE Support Coach will have authority as delegated by the Head of Hockey.

Key Relationships

The Hockey and PE Support Coach will work closely with the Head of Hockey, the Talent Development Hockey Coach, PE Staff and other promoted staff.

The Post:

Key Responsibilities

Vision and Values

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role.
- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community.
- Fostering an environment that supports the development of these values among students and staff.

Working with Others

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Ensure effective planning, delegation and support of responsibilities
- Developing a culture of high expectations for all and taking action when performance does not live up to these
- Taking responsibility for personal development, both personally and of team members.

Community

- Positive relationships with parents and the wider ESMS community
- Working in collaboration with other independent schools to promote effective initiatives

and share good practice.

Safeguarding

- Adhering to the principles and guidelines of “Getting It Right For Every Child” (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount.

Duties and Responsibilities

Hockey Coaching (50%)

- Play a significant role in the delivery of all hockey (games) pitch sessions with the other appointed members of the coaching team; effectively applying Stewart’s Melville College (SMC) principles of the game and development themes that are linked to Scottish Hockey’s ‘BRAVE’ model.
- Assist the Talent Development Hockey Coach with any ‘Extra’ hockey sessions and ‘Skills Clubs’
- Umpire/Coach on Saturday mornings and may be required to take a team on weekday afternoons.
- Take small group/ 1-to-1 sessions based on your hockey ‘superpower’
- Make sure the equipment cupboards are tidy, stocked and ready for use, at Inverleith
- To act as a mentor and role model to pupils.

Resources and Video Analysis (20%)

- Assist the Talent Development Hockey Coach/Head of Hockey with video analysis for designated teams and individuals
- Research and upload hockey resources, for coaches and players, onto ‘CoachLogic’
- They will assist the Talent Development Hockey Coach/Head of Hockey on keeping social media up to date.

Assist in PE lessons (30%)

- They will be timetabled to assist in PE lessons, between Period 1-3, Monday to Friday, as directed by Head of PE.

Person Specification

	Essential	Desirable
Experience	<ul style="list-style-type: none">• A dynamic coach, able to deliver exceptional development opportunities to all ages and abilities• Experience of working in a club or school environment	<ul style="list-style-type: none">• Experience of working in hockey talent development environment - district, regional (Academy) or national level
Skills/ Abilities/ Qualifications	<ul style="list-style-type: none">• Demonstrable hockey coaching experience, particularly in relation to the application of the	<ul style="list-style-type: none">• GB Hockey Sessional Coach qualification - Level 2 (or equivalent)• Umpiring qualification

	talent development principals <ul style="list-style-type: none"> • Proficient in the use of Microsoft Office and computer literate 	Relevant cricket or athletics qualifications
Personal Attributes	<ul style="list-style-type: none"> • A positive attitude and solutions focused approach to their work • A forward-thinking coach who understands a games-based and constraint led coaching approach • Excellent communication skills, orally and in writing • Interpersonal skills and able to relate to children • Self-motivated and able to work independently and as part of a team • Expected to conduct themselves in a professional manner at all times • Excellent organisations skills, attention to detail and team keeping 	<ul style="list-style-type: none"> • Full, clean driving license as the postholder may on occasion be required to drive a minibus to travel to fixtures

Personal Qualities

- Boundless energy and resilience to allow challenges to be viewed as opportunities
- Dealing with every situation calmly and professionally
- Strong commitment to seeing and bringing out the best in students
- A desire for fairness, dignity, and respect in every interaction
- Excellent oral and written communication skills
- Excellent self and time-management skills and the ability to prioritise
- Active listening and authenticity
- The highest level of personal integrity and is sincere in own behaviour and dealings with others
- Ability to deliver constructive feedback.

REMUNERATIONS AND OTHER CONSIDERATIONS

As an equal opportunities' employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive

workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

The post	This is temporary, part time and term time only post from 14 August 2025 to 27 March 2026 (subject to satisfactory pre-employment checks).
Hours of Work	<p>The postholder will be contracted for 26 hours per week. The hours of work will be 2 hours each weekday morning and each afternoon as follows:</p> <p>Monday – 2pm to 5pm Tuesday – 3pm to 5pm Wednesday – 2pm to 5pm Thursday – 3pm to 5pm Friday – 2pm to 5pm Saturday – 9am to 12pm</p> <p>There will also be a requirement to support a lunch club twice a week. Flexibility may on occasion be required due to the nature of the role (start and end times of sessions may vary). The postholder will be required to attend games and fixtures (at home and away) on Saturday mornings.</p>
Salary	<p>Salary will reflect qualifications and relevant experience.</p> <p>As this is a part time role, the pro rata salary range is £14,285- £17,581 per annum.</p>
Holiday	This is a term-time only post, which takes into account a pro-rated entitlement to annual leave and statutory holidays to be paid as part of the monthly salary payment. No annual leave may be taken during term time.
Location	The post holder will be based on the Stewart's Melville College site at Queensferry Road.
Eligibility	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.
Pension	Candidates will be enrolled automatically into the School's Pension Scheme.
Staff Benefits	Staff are offered a range of benefits including: free school lunch, use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.

The closing date for applications is 12pm on Friday, 6 June 2025. Interview will take place shortly thereafter.