



Erskine Stewart Melville

HOCKEY ASSISTANT

SCHOOL	ESM
DEPARTMENT	PE & Sport
REPORTS TO	Head of Hockey

ROLE DETAILS	
PURPOSE OF THE ROLE	The Hockey Assistant will support the Head of Hockey in delivering a high-quality hockey programme across the Junior and Senior School. The role combines practical coaching expertise with administrative support, helping to ensure that training sessions, fixtures and hockey events are organised and delivered effectively.
ACCOUNTABILITY	The Hockey Assistant is accountable to the Head of Hockey
AUTHORITY	As delegated
RELATIONSHIPS	Works closely with all members of the ESM PE and Sport department.

DUTIES AND KEY RESPONSIBILITIES	Coaching and Player Development • Assist in the planning and delivery of hockey training sessions for pupils across the Junior and Senior School. • Provide technical and tactical coaching to individuals and teams, supporting player development at all levels. • Promote pupil engagement, enjoyment and participation in hockey. • Support team selection processes and contribute to player assessments and feedback. • Assist with hockey festivals, tournaments, camps and other programme events. • Support the delivery of strength and conditioning sessions Fixture and Programme Administration • Support the administration and organisation of hockey fixtures. • Assist with team sheets, publishing results and transport arrangements.
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	• Maintain accurate records of attendance, fixtures, results and player availability. • Support the management of equipment, kit and facility requirements for training and matches. General Duties • Act as a positive role model, promoting the school's values and expectations. • Ensure a safe, inclusive and supportive environment for all participants. • Work collaboratively with the Head of Hockey, PE and Sport department staff and wider school community. • Undertake other duties appropriate to the role as directed by the Head of Hockey.
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Person Specification

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	Essential Criteria	Desirable Criteria
Experience	• Experience coaching hockey with young people.	• Experience working within a school sports environment. • Experience managing fixtures, competitions or sports administration.
Education/Qualifications		• Relevant hockey coaching qualification • Strength and conditioning qualification • First Aid qualification.
Skills/ Abilities/ Capabilities	• Ability to work effectively as part of a team. • Strong organisational and administrative skills. • Commitment to safeguarding and promoting the welfare of children and young people	
Personal Attributes	• Excellent communication and interpersonal skills. • An ability to work as part of a team • Positive, enthusiastic and confident personality	