



# CHENGELO SCHOOL

AS A WITNESS TO THE LIGHT

## **JOB DESCRIPTION: Sports Coach**

**PURPOSE:** Chengelo's stated purpose is to:

*"Educate and train young people to become Witnesses to the Light of Jesus Christ in Zambia and beyond"*

The Sports Coach will make the development of the students their first concern and will be accountable for achieving the highest possible standards in coaching and conduct. The Sports Coach will act with honesty and integrity, have strong knowledge in their specialized sport, keep their coaching knowledge and skills up-to-date, be self-critical, forge positive professional relationships, and work with parents in the best interests of the students.

The Sports Coach will be responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and ensure compliance with the School's Child Protection Policy and Procedures.

**ACCOUNTABLE TO:** The Sports Coach will be directly responsible to the Head of Physical Education.

**WORKING RELATIONSHIPS:** The Sports Coach will work with the Head of Physical Education, other members of the department, support staff, Tutors, Heads of Houses, Deputy Head, Head of Academics, and Head of Secondary. Coaches also need to communicate effectively with parents.

### **KEY RESPONSIBILITIES:**

#### **1. TRAINING AND DEVELOPMENT, MENTORSHIP AND EVENTS:**

- Design and implement effective training programs tailored to the skill levels and needs of the students.
- Conduct regular practice sessions focusing on skill development, teamwork, and sportsmanship.
- Prepare students for inter-school, intra-school and other competitions such as ZASU.
- Organize and coordinate sports events, matches, and tournaments.
- Complete all necessary paperwork and preparations for swimming sports trips and accompany the team.
- Serve as a role model, promoting a positive and inclusive sports culture.
- Provide guidance and support to students, helping them to set and achieve personal and team goals.
- Ensure all coaching activities comply with school policies and safety regulations.
- Communicate effectively with parents, teachers, and school administration regarding student performance and upcoming events.

## **2. PASTORAL CARE, SPIRITUAL GROWTH, AND ENRICHMENT:**

- Demonstrate positive attitudes, values, and behaviour expected of pupils.
- Establish a safe and stimulating environment rooted in mutual respect and in accordance with the school's behaviour policy.
- Foster a Christian worldview among the students where possible through the delivery of the sports sessions.
- Be a tutor and undertake weekend or evening duties as necessary.
- Contribute to and benefit from the wider life of the school by getting involved in student and staff programmes that promote well-being, enrichment and spiritual growth.

## **3. STAFF:**

- Develop effective professional relationships with colleagues.
- Know how and when to draw on advice and specialist support.
- Deploy support staff effectively.
- Take responsibility for improving coaching through appropriate professional development and responding to advice and feedback from colleagues.
- Effectively communicate with a broad range of other staff, clinic, classroom, hostel, pastoral, and academic managers, and senior managers to ensure proper care for pupils and maintenance of systems.
- Provide pastoral care for fellow colleagues and actively participate in community life.

## **4. RESOURCES AND INFRASTRUCTURE:**

- Maintain and ensure the proper use of sports equipment and facilities.
- Assist in the development and management of the sports budget.

## **5. EXTERNAL RELATIONS**

- Reflect the motto of "As a witness to the Light" in daily actions.
- Maintain high professional standards and integrity.
- Communicate effectively with parents, emphasizing care for their child's individuality and well-being.
- Write reports that highlight positive achievements, areas for improvement, and strategies for progress.

## **6. GENERAL:**

- Provide a safe, calm, and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- The post holder will be expected to undertake any other duties or tasks as reasonably directed or requested by the Principal.

## **REVIEW AND AMENDMENTS**

This job description should be seen as enabling rather than restrictive and will be subject to regular review in consultation with the post holder.