

# PORT·REGIS

## Gymnastics Coach

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

### Role Profile

We are looking for a Level 1 or Level 2 Gymnastics Coach, or a committed candidate willing to gain qualifications at the Port Regis Gymnastics Club, who will:

- coach gymnastics for Port Regis pupils and external gym users (all children) and support the gymnasts at events and competitions when required;
- assist with coaching squad groups;
- assist with competition planning and organisation, British Gymnastics' hire of the gym and general administration for the gym.

Part-time or full-time hours are available, including evening and weekends. Please let us know your preferred working hours.

### Remuneration and Benefits

The successful candidates can expect:

- Competitive salary, pension and holiday benefits.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall during term time.
- To join a delightful team and exceptional working environment.

Accommodation on site can also be provided if desired. Please contact the Director of HR ([hr@portregis.com](mailto:hr@portregis.com)) for further details.

### Start Date

As soon as possible.

### Job Description

#### *Key Responsibilities – Gym*

- To deliver coaching sessions to the level of your coaching qualification.

- Assist with coaching squad groups.
- Assist with competition planning and organisation, British Gymnastics' hire of the gym and general administration for the gym.
- To do the necessary preparation and set up prior to sessions and liaise with other coaches as needed.
- To assist the Head Coach running sessions and following instructions.
- To provide positive and fun sessions.
- To act as a positive role model and lead by example. Demonstrate good coaching practice and provide motivation to all coaches and gymnasts.
- Ensure that you abide by the gym rules at all times. Take the necessary action if there is a breach of the rules and notify the Head Coach at the earliest possible opportunity.
- To act in a responsible and appropriate manner at all times in accordance with the Port Regis and British Gymnastics codes of conduct, ethics and best practice.
- To actively promote Port Regis gymnastics where possible.
- To ensure accurate registers of your sessions are kept.
- To communicate effectively with parents regarding your gymnasts' progress.
- To deliver Award Schemes effectively, accurately and regularly.
- To be involved with planning and preparation of activities, the management of resources and compilation of records and reports as necessary.
- To co-operate with other members of staff, sharing information, ideas and expertise.

#### *Key responsibilities – Pastoral*

- All staff are expected to conduct themselves in an appropriate manner at all times and to support and foster the vision and values of the School.

#### *General Duties*

- Comply with statutory requirements for example the Health and Safety at Work Act and the Data Protection Act and School policies and procedures in this regard.
- Safeguarding and compliance with our Child Protection & Safeguarding Policy and procedures.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regians (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis' values in all communications.
- Adhere to the school's policies as contained in the Staff Handbook.

- Undertake other such duties as may reasonably be required from time to time.

### **Person specification**

#### *Essential*

- A commitment to promoting and safeguarding the welfare of children.
- Passion for gymnastics and the benefits for all children.
- Motivated to work with young people, able to form and maintain appropriate rapport and emotional resilience.
- The ability to understand and implement the learning process and training principles.
- The ability to motivate and assist gymnasts to develop new skills safely.
- The ability to teach from ages 2-13.
- A good team player.
- Good interpersonal skills – the ability to communicate effectively with gymnasts, parents and other members of staff.
- Flexibility – the ability to commit to working during evenings, weekends and school holidays.
- Good communication, organisational and time management skills and punctuality.
- Be willing to ‘go the extra mile’ and be flexible around the needs of the Gym.
- A kind, caring and cheerful nature.
- Adaptable and calm under pressure.

#### *Desired*

- Level 1 (or above) gymnastics coaching qualification.
- Experience of coaching children aged 2-13.

### **Equality, Diversity and Inclusion**

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly and requiring reasonable adjustments.

### **Application Procedure**

Please contact Karen Harkin ( [karen.harkin@portregis.com](mailto:karen.harkin@portregis.com) ) for details of how to apply. The closing date for applications is 6 March 2024. Please read the Explanatory Note which contains details of our safer recruitment vetting checks before applying.

Titus Mills  
Headmaster

Note: The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's Child Protection & Safeguarding Policy at all times. If, in the course of carrying out the role, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.