

Job Description: Higher Level Teaching Assistant (HLTA) – Sports Coach

Bishopswood is a special school based in Sonning Common, South Oxfordshire (Berkshire border), and is part of the Propeller Academy Trust. We provide specialist education for children aged 2 — 16 years with severe (SLD) or profound and multiple learning difficulties (PMLD) and complex needs, including those children with ASD. The school is part of The Propeller Academy Trust.

Main Purpose

To lead and deliver an adapted and inclusive physical education and sports programme for pupils with severe to moderate learning difficulties. The HLTA Sports Coach will support the development of physical skills, wellbeing, and social interaction, while integrating therapy targets and curriculum objectives. The role includes leading school sports initiatives and developing staff confidence and skill in delivering adapted physical education.

Key Responsibilities

Teaching and Learning

- Deliver and lead inclusive PE and sports lessons across all key stages, adapted for pupils with SEN.
- Follow the school's Sports Curriculum, incorporating individual targets from EHCPs and physiotherapy programmes.
- Support pupils' social, emotional, and communication development through physical activity.
- Lead on organising and delivering **lunchtime sports clubs, sports day, and district sports competitions.**
- Work 1:1 and with groups to support development in coordination, confidence, and teamwork.
- Maintain detailed records on pupil progress and achievements in sport.

Curriculum and Planning

- Plan and prepare engaging PE sessions in line with school schemes of work and curriculum expectations.
- Contribute to evaluating and improving the PE curriculum for SEND learners.
- Ensure physical and medical needs of pupils are understood and met during physical activity.
- Integrate therapy goals (e.g., physiotherapy, OT) into sports lessons and adapt accordingly.

Staff Development

- Provide **CPD for staff** to support confidence and consistency in PE delivery.
- Train teaching assistants in safe and effective support during physical activities.

- Lead and model best practice during PE and sporting events.

Leadership and Management

- Coordinate sporting events and liaise with local SEND and mainstream schools for competitions.
- Manage PE resources, including ensuring equipment is safe and accessible.
- Work alongside SLT to evaluate the impact of physical education across the school.

Safeguarding and Wellbeing

- Adhere to all safeguarding policies and procedures.
- Understand pupil-specific medical plans, risk assessments, and access needs.
- Ensure all physical activities are delivered safely and are risk assessed.

Person Specification: HLTA – Sports Coach

Criteria	Essential	Desirable
Qualifications	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths	HLTA qualification or willingness to achieve within 6 months PE/Sports coaching qualification (e.g., Level 2 Coaching Cert) First Aid qualification Manual Handling or Moving & Handling training
Experience	Experience working in a school environment or other educational setting Leading PE sessions or sports coaching	Experience working with children with SEN Supporting students with complex needs in active sessions Experience delivering CPD Running inter-school competitions
Skills & Knowledge	Ability to lead and motivate groups Excellent communication and teamwork Good literacy and numeracy skills Good organisational skills Ability to build effective working relationships with pupils and adults	Strong understanding of how to adapt sports for pupils with SEND Knowledge of child development and physiotherapy integration Ability to manage challenging behaviour Familiarity with EHCPs and integrating therapy goals into sessions
Personal Qualities	Skills and expertise in understanding the needs of all pupils Enthusiastic and passionate about inclusive physical education Resilient, patient, and proactive Positive role model with a flexible attitude Committed to professional development and safeguarding	Creativity in session planning and team engagement

Last review date: June 2025

Next review date: June 2026

Headteacher/line manager's signature:

Date: