



A Guide to Recruiting and Using External Coaches and Deliverers

If you are using an external coaching agency or a coach working for a Local Authority, the responsibility for ensuring competence is shared between the agency and Headteacher. By following our step-by-step guide we hope you manage to find coaches that meet your school's needs and no issues arise that may inhibit the value of their involvement.

Step 1 - Set clear desired educational outcomes

- Is the activity within curriculum time or outside?
- What learning outcomes should be achieved by each child over a certain period of time?

Step 2 – Skills / qualifications

Each coach should be screened to check they have relevant qualifications, knowledge, skills and experience to work with young people.

- Disclosure & Barring Service (DBS) checked
- UKCC Level 2 qualification (or NGB equivalent)
- Appropriate insurance cover
- Experience/training related to working with children and young people
- Agreement to NGB/Sport Coach UK's Code of Practice for Sports Coaches
- Up-to-date First Aid qualification
- Safeguarding certificate
- Equity in Your Coaching certificate (desirable)
- References
- NGB license (if relevant)

Step 3 – Job Description

- A detailed job description should be written by, or monitored by, the Headteacher.
- Clearly set out roles and responsibilities, identifying any limits of responsibility, lines of supervision, management and communication, specialist expertise needed (e.g. children with individual special needs)
- Determine agreed length of probation

Step 4 – Face to face interview

- Arrange an interview with each coach to confirm identity using original documents (i.e. passport)
- Check DBS – check disclosure number and expiry date
- Ask to see original certificates of qualifications
- Explore motivations to work with children and attitudes towards children and young people
- Investigate any gaps in coaching employment
- Identify any specialist training/experience, i.e. children with disabilities
- Ensure coach is fully aware of insurance provision



Step 5 – Induction

- Headteachers or their representative should present the coach with a summary of relevant school policies and procedures, including risk assessments, emergency evacuation, behaviour management, first aid, safeguarding procedures, ethos of school
- Meet other relevant staff including PE team, appropriate class teacher, SENCO
- Assign a member of staff to manage induction into school procedures and monitor and assess competency of coach through observations and discussions with pupils and other staff
- Explain standard procedures for lessons such as lesson planning, schemes of work, assessment
- Provide the coach with information regarding each group's starting point and progression rates, as well as individual ability levels of pupils.

Step 6 – Monitoring and evaluation

- Ensure direct monitoring of coach for agreed period, agree frequency of reviews
- Set up continual indirect monitoring to ensure pupils make progress and enjoy sessions
- Discuss with coach methods of monitoring and evaluation to be used – i.e. delivery logs, evaluation forms, appraisals, self-evaluation, mentoring, peer evaluation
- Ensure pupils are engaged in consistently high quality, challenging and stimulating activities that support them to achieve their potential

Step 7 – Day to day management of the coach

- Check coach receives all relevant information regarding pupils and school policies
- Monitor promptness
- Ensure coach is supported, valued and accepted as a member of staff
- Ensure the coach has a point of contact within the school
- Monitor dialogue and relationship between class teacher and coach

Further guidance

The Sports Partnership Herefordshire and Worcestershire actively work with some coaching agencies; however we don't endorse them or assure quality. Please contact us if you wish to discuss issues you may be facing with companies that have contacted you as we offer free impartial advice to support your use of an external provider.

We currently manage a county wide, online database of over 2,000 coaches who have provided us with their details, coaching qualifications and previous coaching history. If you have a need for external coaches please contact us and we can support sourcing a coach through this database.

For more information

The Sports Partnership Herefordshire & Worcestershire are funded by Sport England to support schools across the two counties. We have a range of Continuing Professional Development courses that may be relevant to your schools needs and work with not-for-profit organisations, Governing Bodies and University of Worcester to provide these for you.

If you want to discuss your use of the Sports Premium, this guide or your coaching needs please contact us via: sphw@worc.ac.uk, **01905 855498** or www.morethansport.com