

## Delivery of High Quality Physical Education and Sport in Harrow Schools

The delivery of high quality Physical Education and Sport in Harrow Schools is a key area of development and with the PE and Sport Premium offer the profile of teaching PE in Primary Schools is once more high on the agenda. As a coach going in to a school in Harrow, you are contributing to this programme of development and excellence. The roles are changing and with it responsibilities. As a coach who is taking on the role of teaching Physical Education and Sport or supporting the delivery of lessons, there is a lot of information that can support you in your delivery.

Each school in the borough approaches things in slightly different ways and has different foci areas. It is important to know the ethos of each of the schools you are working in. Each school will have policies on Safeguarding, behaviour, planning, assessment etc; you need to be familiar with these. Children are at the heart of everything teachers do in schools and this applies to you as coaches coming in to the schools.

So what do you need to know? Listed are some of the questions you may need to be able to answer. You may already know the answer to some of these questions but there may be others you are not aware of or realise that you should know. The empty lines are for you to add anything else you think you might need to know.

Question	Answer
<b>School</b>	
Name of Headteacher	Anne Monahan
Name of School Secretary	Caroline Tomlinson and Sally Burke
Name of the PE Lead	Roberta Mazzi
Name of the site supervisor. How can I get in contact with this person during the day if I need to?	Steve Richards
Name of person responsible for Special Educational needs	Maria O’ Connell and Caroline Jackson
Where can I find and read the school policy documents?	In Coaching Folder, if not ask school office

Question	Answer
<b>Safeguarding</b>	
Where can I find the safeguarding policy?	School Website copy in Coaching Folder
Who is the designated member of staff?	Anne Monahan
How can I make contact with them during the day?	Via the office
How do I report a concern?	Complete record of concern/disclosure in Child Protection Policy. Hand to designated lead- Anne Monahan
What happens if a child discloses something to me during a lesson?	Complete record of concern/disclosure in Child Protection Policy. Hand to designated lead- Anne Monahan
What are my responsibilities?	Uphold School Policies of Health and Safety, Safeguarding, Child Protection, Behaviour, Code of Conduct, Equality Statement and PE policy.
<b>Health and Safety</b>	
<ul style="list-style-type: none"> <li><b>Safe Practice in Physical Education and Sport</b></li> </ul> Where will I find this book/document?	With PE Lead- Roberta Mazzi
<ul style="list-style-type: none"> <li><b>Injuries</b></li> </ul>	
What is the school policy on a child who is injured during a PE lesson/extra-curricular club	If open, send child to medical room with adult member of staff or another child. If not open, report to School Office.
How do I get help?	
How do I follow an injury up?	
<ul style="list-style-type: none"> <li><b>Fire Drills</b></li> </ul>	
What happens if there is a fire drill during a lesson or extra- curricular clubs?	Follow School procedures- assembly point in the MUGA. Register file must be with coach throughout session so register can be retaken.
Who keeps the club registers?	School Office- coaches to pick up as they enter building and return once all children are dismissed

Question	Answer
<ul style="list-style-type: none"> <li><b>PE Kit and Jewellery</b></li> </ul>	
Harrow Borough has a no jewellery policy. What is the policy of the school?	Same as Harrow Borough
What is the PE kit policy?	Children must have a PE kit to take part in extra-curricular clubs. During lesson time, teachers will follow School procedure.
What is the policy on long hair?	Must be tied back
What is the policy on ill-fitting shoes?	Footwear must fit safely
<ul style="list-style-type: none"> <li><b>PE Equipment</b></li> </ul>	
How do I access the PE equipment? Key?	Discuss with PE Coordinator- Roberta Mazzi
Are the children allowed to access the equipment?	No
What do I do if some equipment is broken?	Notify PE Coordinator
What do I do if I need some more equipment?	Discuss with PE Coordinator
What do I do if the equipment is not suitable for the age group I am teaching?	Discuss with PE Coordinator
<ul style="list-style-type: none"> <li><b>Collection of children after school from class/club</b></li> </ul>	
What do I do if a child is not collected on time?	Notify School Office. Make a note on register of time collected so it can be monitored.
What do I do if a child is consistently not collected on time?	Discuss with Head Teacher

Question	Answer
<ul style="list-style-type: none"> <li><b>Teaching and Learning</b></li> </ul>	
What is the school's policy on introducing a lesson e.g learning intention and outcome/WALT WILF What should I be using?	Lesson should have a learning intention and success criteria.
How do I know what I am teaching fits in to the overall PE programme?	Speak to Class Teacher/PE coordinator Teachers follow the Primary PE Planning Scheme
How do I know what the children have already covered?	Speak to Class Teacher/PE coordinator
How do I record what I delivered and what I am planning to do next time?	Annotate lesson plans in comments section and follow School's Scheme of work
How do I feed back after my lesson?	Write in comments section on lesson plan and speak to Class Teacher
How do I assess the progress of the children I am teaching?	
What do I do with this information?	
How do I know the needs of the children I am teaching? E.g is there an autistic child in the class?	Speak to Class Teacher
What is the policy on using Teaching Assistants/apprentices in lessons	Speak to Class Teacher about availability of these adults
<ul style="list-style-type: none"> <li><b>Behaviour</b></li> </ul>	
What is the behaviour policy of the school?	See website or copy in Coaches folder
How should I praise good work/behaviour?	See behaviour policy
What steps should I take for a non-compliant child?	See behaviour policy
<ul style="list-style-type: none"> <li><b>PESS Premium</b></li> </ul>	
Do I know how the school are using the money?	See School website

Question	Answer
<ul style="list-style-type: none"> <li>• CPD</li> </ul>	
How will my teaching be monitored?	PE Coordinator will carry out observations termly
<ul style="list-style-type: none"> <li>• Harrow Schools Code of Conduct</li> </ul>	
Do I know what this is?	See Coaches folder