

JOB DESCRIPTION/ PERSON SPECIFICATION

Position	School Games Organiser/Sports Development Officer
Responsible to	Director of Sports
Responsible for	N/A
Pay scale	NJC 16 – NJC 19
Hours	37 – Term Time Only 40 weeks

Job Description

Core Purpose

- To maintain school engagement and support schools to continue to prioritise and deliver 60 active minutes for every child thus providing opportunities for young people to improve their physical, emotional and social wellbeing.
- To ensure physical activity and competition provision supports young people's wider development including their ability to re-socialise and supports their psychological and physiological fitness.
- To identify and have ongoing provision that targets young people for who physical activity levels have been most negatively impacted by Covid-19 (those particularly from low socio-economic areas, BAME, SEND and girls).
- To have a continued focus on secondary school engagement – with a focus on supporting these young people who have just transitioned into Year 7/8.
- To ensure that the local offer provides opportunities for young people to take on leadership and volunteering roles.

Main Responsibilities:

- To work strategically and increase participation in Sport.
- To increase inter-school competition at Level 2 of the School Games.
- To ensure young people can progress into higher levels (Level 3) county/area school games festivals.
- To support young people to access quality coaching so that they can move into local sporting clubs by working with CSP and NGB's of Sport.
- Monitor and evaluate the effectiveness of the programme on a regular basis and provide feedback as appropriate.
- To develop school/club links within the partnership.
- Organise and promote inter-school competition for primary and secondary schools across the district in liaison with PE departments and primary schools.
- To develop community participation and after school sports clubs to maximise the use of the Academy's sporting facilities.

Strategic Direction and Development:

- Successfully implement an annual calendar of events to increase levels of sporting competition and

participation by all young people across the SSP.

- Establish the Furness School Games Local Organising Committee with external agencies to ensure that the clear links are in place to enable young people to progress between the different levels.
- Ensure the provision of both inclusive and targeted opportunities for young people with disabilities to access the school games.
- Ensure the development of the cultural component of the School Games within all schools in the SSP.
- Enhance the provision and access of specialist coaching from National Governing Bodies to assist the enrichment programmes in schools.
- Develop the workforce of teachers, coaches, volunteers and young leaders, required to activate the School Games at levels 1 to 3, in both the Primary and Secondary sectors.
- Implement a rigorous monitoring, evaluating and recording system for all work undertaken and ensure the on-going communication of this to all parties involved.
- Working with the Director of Sport to develop plans aimed at maximising student participation from within the Academy in Sport.
- Develop a strategy with the Senior Leadership Team aimed at maximising community use of Academy sporting facilities.

Developing Relationships:

- Establish a strong partnership with the County Sports Partnership. (Active Cumbria), community partners and sports clubs to ensure effective exit routes for young people into community sport.
- Support schools to effectively identify competitive and participation opportunities for specific target groups, and where necessary, create and implement effective plans of action to support these schools.

Deployment of Resources:

- Prepare and manage the SSP's (School Sports Partnership) budget plan and be accountable for expenditure ensuring monthly updates are provided to the Business Director and Finance Team.
- Work with outside agencies to explore opportunities, including preparing bids, to develop or incorporate new resources and funding to support high quality competitive and sporting opportunities across Furness.
- Maintain the Furness SSP website and ensure on-going positive PR through social media.

Whole Academy Responsibilities:

- Be a positive influence on the climate and culture of the Academy and lead by example at all times.
- Model good practice across the Academy.

Other:

- Attend staff meetings and CPD sessions as required.
- To participate in a personal staff development/appraisal process in accordance with Academy policy.
- Carry out any other reasonable duties, as directed by the Headteacher, compatible with the role and grade of the post.

Development:

- Take responsibility for own ongoing personal development and growth of expertise.
- Train and develop other employees, for proper succession planning and risk management.
- Other duties and responsibilities as requested by the Business Director or Headteacher.

Person Specification

Qualifications, Experience and Skills:

Qualifications:

Essential:

- Delivery of other form of accreditation e.g Coaching qualification, JSLA/CSLA, DofE
- Level 3 or above sports qualification.

Preferred:

- Graduate or equivalent qualification.

Previous Experience:

Essential:

- Experience in and education linked sporting environment.
- Leadership or sports project development.

Preferred:

- Experience of delivering projects through partnership working.

Job Specific Knowledge and Skills:

Essential:

- Good understanding of sports performance structures and pathways.
- Good knowledge and understanding of the structures and working of county sports partnerships and school sports partnerships.
- Working knowledge of local, regional and national sports organisations.
- Working knowledge of the local community including voluntary grass roots sports clubs.
- Sound working knowledge of Microsoft Office, including Word, Excel, Powerpoint and Outlook.
- Good knowledge of understanding the national curriculum for physical education.
- Excellent organisational, planning and evaluative skills.
- Ability to initiate and develop practices, analyse and use judgement to identify solutions to problems.
- Self-motivation and personal drive to complete tasks to required timescales and quality service standard.
- Can communicate effectively through the use of a range of written and oral skills.
- Ability to influence and negotiate both internally and externally with a wide range of partners.
- Excellent classroom, group management and organisational skills.
- Strong team player.
- Ability to enthuse, motivate and enable others to achieve results.

Preferred:

- Ability to work strategically.

- Good knowledge and understanding of leadership, coaching and volunteering.
- Good understanding of inclusion opportunities and pathways for disabled young people.

Additional:

- Must be willing to work unsocial hours including regular evenings and transition summer school organisation.
- Current full driving licence and ability to travel around the local area.

APPROVALS:			
LINE MANAGER		Name	
Signature		Date	
HEAD OF ACADEMY		Name	
Signature		Date	
EMPLOYEE			
Signature		Date	