

Post title: Physical Activity and Community Sports Co-ordinator

Salary: Dependent on experience

Location: Nettlestone Primary School

Responsible to: Head of School, Executive Headteacher



To plan, deliver and monitor a co-ordinated programme of high quality physical activity that is reflective of the needs of the children, and supports the aim of increasing participation in PE and school sport by all children within the federation.

Main Responsibilities:

- To work in partnership with the school PE Co-ordinator to enhance the sporting and extended school opportunities for children and families.
- To confidently deliver high quality PE lessons across the school as required, managing the support of additional TAs where appropriate.
- To support structured activities and supervision during break and lunchtimes.
- To organise and manage a menu of afterschool sport and recreation activities including liaising with external agencies to provide a range of afterschool clubs for all phase groups.
- To promote, organise and attend sports fixtures with other schools ensuring that the reputation of the school is regarded as sporting, competitive and respectful.
- To deliver four afterschool clubs per week and support the delivery of the annual Sports Days.
- Devise, co-ordinate and facilitate holiday multi-skill programmes for the school extending to participation from the wider Federation community.
- Develop local community partnerships and use these to deliver targeted campaigns, messages and workshops to further enhance the range of opportunities on offer for children and families.
- Research and apply to additional funding streams to ensure the sustainability of physical activities going forward.
- To support educational visits, including residential experiences that promote sport and physical activity as required.
- Be a positive role model, creating a positive and fun environment in which to motivate and encourage young people to participate.
- To take positive steps to identify and overcome barriers to participation amongst children, prioritising access and inclusion.
- To ensure that all activities take place in a safe environment with due regard to Health & Safety recommendations.
- Ensure safe provision of all equipment and ensure it is used, collected, cared for and stored correctly.
- To carry out administrative tasks in relation to sporting and extended schools activities e.g. writing of letters, risk assessment creation, contribution to sport premium reporting and end of year PE report for pupils.
- Positively communicate the activities of the school/Federation through social media and other media channels.
- Represent the school and Federation at external events and at all times in a professional manner.

The duties and responsibilities outlined above are neither complete nor exhaustive. The post holder may be required, at any time, to carry out duties reasonably appropriate to the grade of the post.

Personal Specification

<u>Job Requirement</u>	<u>Essential</u>	<u>Desirable</u>	<u>How Assessed</u>
A) Qualifications	<ul style="list-style-type: none"> GCSE Maths and English C or above or Level 4 or equivalent Accredited coaching qualifications in any sport related discipline at Level 2 PESS level 3 or similar level 3 qualification in teaching & learning Full UK driving licence Enhanced DBS clearance (prior to start) 	<ul style="list-style-type: none"> Related academic qualifications Coaching Qualification (level 1 and above) across a range of sport related disciplines Safeguarding trained Valid First Aid Qualification 	A
B) Experience	<ul style="list-style-type: none"> Recent experience working with primary aged pupils on sporting activities. Working with community sports providers Working with parents/carers Ability to plan and manage a small project to budget Experience of developing school/club links. Experience of monitoring impact of programmes undertaken 	<ul style="list-style-type: none"> 1 year or more experience working to develop sport/physical activity either in a paid or voluntary capacity Supporting disengaged learners. Supporting learners with SEND Delivering and acting on stakeholder consultation. Delivering campaigns or targeted messages. Delivering CPD sessions 	A
C) Knowledge & Understanding	<ul style="list-style-type: none"> Safeguarding Practices (KCSIE) PE National Curriculum for Primary School in England Aims of the PE Sport Premium Funding Principles of risk assessment How to plan and deliver inclusive and age appropriate sports sessions. 	<ul style="list-style-type: none"> Awareness of sporting structures both locally, regionally and nationally. Awareness of national campaigns to promote physical activity Awareness of funding opportunities to support physical activity Awareness of Schools Games Mark 	A/I/O
D) Skills & Abilities	<ul style="list-style-type: none"> Establish effective relationships with all stakeholders, children, parents, staff and Governors. Demonstrate strong planning ability and excellent organisational skills Excellent written and verbal communication skills Competent on IT including all basic office programs 	<ul style="list-style-type: none"> Minibus Driving License/ willingness to drive the school minibus to transport children Managing staff Ability to quality assure and provide constructive feedback to others Effectively manage challenging behaviour 	A/I/O
E) Personal Characteristics <i>-all essential</i>	<ul style="list-style-type: none"> Reliable and trustworthy Demonstrate a passion for primary PE Enthusiasm for both competition and participation. Good interpersonal and networking skills. 		A/I/O/R

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| | <ul style="list-style-type: none">• Professionalism• Ability to work under pressure and meet competing deadlines• Flexibility, enthusiasm, resilience and drive• Commitment to further development and training• Ability to inspire, engage and motivate all learners to meet their potential• Display empathy and a non-judgemental attitude.• Ability to lead, delegate and motivate others• Ability to work independently and as part of a team• Willingness to work outside normal school hours including evenings and holiday periods.• Ability to use initiative, flair and creativity• Excellent work ethic• Have a 'can do' attitude! | |
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A = Application Form

I = Interview

R = Reference

O = Observation