

JOB DESCRIPTION

Job Title:	Sports Coordinator / PE Instructor
Hours:	32.5 hours per week, term time only
Contract:	Permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Assistant Headteacher
Liaison with:	All staff, Students, Parents/Carers, external stakeholders

Job Purpose:

To support in the delivery of a high-quality provision by providing learning opportunities for the students. Working to a designated line manager and with other teaching and support staff, assist in all aspects of the work within the PRU to promote a healthy and supportive working environment.

Key Responsibilities

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations
- Encourage and facilitate pupil's participation in teams/competitions
- Raise and maintain links with local clubs and national bodies as appropriate to provide access to elite coaching and training opportunities
- Identify and implement sport, recreation and health initiatives, in conjunction with the Assistant Headteacher.
- To maintain good order and discipline among the pupils, safeguarding their health and safety
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities
- To plan opportunities to develop the social, moral, emotional and cultural aspects of pupils' learning
- Evaluate and monitor sports activities/projects using performance indicators.
- Attending meetings to help plan sports projects and identify potential opportunities for external funding
- To ensure all groups of pupils attain, achieve and make appropriate rates of progress as determined by agreed targets
- To communicate and consult with parents over all aspects of their children's education — academic, social and emotional
- To cover in the absence of a colleague

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

Safeguarding and Data Protection

- Work within the requirements of Data Protection legislation at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.
- Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.
- Embed a safeguarding culture within the Science team, ensuring they follow safeguarding procedures.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLTP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.
- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLTP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Person Specification: Sports Coordinator / PE Instructor

Method of Assessment: **AF – Application form**

I – Interview

CRITERIA		M.O.A.
EDUCATION/ QUALIFICATION	<ul style="list-style-type: none"> Degree or higher level (A Level) qualification or relevant experience 	AF/I
EXPERIENCE (Relevant work and other experience)	<ul style="list-style-type: none"> Experience of working in a school or college environment or equivalent experience in an academic role Experience of promoting good behaviour, attendance and punctuality and make use of the systems in place to support this Experience of co-ordinating sports events Knowledge of how to give positive and targeted support to students with special educational needs. (desirable) 	AF/I AF/I AF/I AF/I
SKILLS AND ABILITIES (Eg Written communication skills, dealing with the public)	<ul style="list-style-type: none"> Enthusiasm and passion for education and working with young people Excellent communication skills Ability to remain calm under pressure and organise time effectively Ability to adapt to changing demands and conditions Strong teambuilding capability (with staff and students). 	AF/I AF/I AF/I AF/I AF/I
TRAINING	<ul style="list-style-type: none"> Willingness to participate in further training and development opportunities offered by the school/Partnership 	AF/I
OTHER	<ul style="list-style-type: none"> Ability to demonstrate commitment to Equal Opportunities 	AF/I
CONTRA INDICATION	<ul style="list-style-type: none"> Positive disclosure relating to young people or vulnerable adults 	AF/I