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| Trinity Academy HalifaxJob Description | |  |
| Job Title: | School Games Organiser |  |
| Job Scale: | Scale 5 (points 22 – 25) |  |

**BASIC JOB PURPOSE**

* Drive participation in School Games competition and increase the number of young people taking part in competition
* Develop competitive opportunities for all, including the least active
* Increase regular participation in club sport; involve the least active through Change4Life Sports Clubs and increase links to local clubs
* Broaden participation opportunities through volunteering and workforce roles
* Establish key performance indicators, target delivery and review progress on a termly basis
* Deliver and support extra-curricular activities across the Academy

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| **Reporting to:** | Curriculum Leader, PE |
| **Responsible for:** | n/a |

**MAIN RESPONSIBILITIES**

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| **1** | Produce, promote and ensure the delivery of a structured and progressive School Games competitions calendar which meets the needs of all young people and reflects National Governing Body competition frameworks |
| **2** | Lead the co-ordinated delivery of the calendar of events throughout the year and in particular the development of a workforce of volunteers from Trinity Academy to activate the School Games, ensuring that Trinity Academy is utilised as a venue and the academy teams are entered into each event |
| **3** | To ensure that competitions locally link to and support an emerging framework for competitive school sport at county, district and local level |
| **4** | To work with a wide range of local agencies involved in running and supporting school sport competitions, events and leadership and volunteering opportunities |
|  | To engage in and support the academy’s extra-curricular provision. |
| **5** | Monitor and record the participation of students in inter and intra school based competition, implementing strategies where appropriate to raise participation levels |
| **6** | Support schools in the promotion and development of physical activity programmes with a focus on healthy active lifestyles |
| **7** | To manage the development of the workforce, including continuing professional development of school staff and volunteers, particularly young leaders and ambassadors required to activate the School Games at all levels |
| **8** | Ensure the provision of both inclusive and targeted opportunities for young disabled people to access the School Games, including the staging of specific ‘Paralympic themed’ local events |
| **9** | Sustain and grow the existing network of Change4Life sports clubs in primary and secondary schools, ensuring that there are opportunities for young people to progress into the intra and inter school levels of the School Games as well as the local sports clubs |
| **10** | Ensure quality assurance and impact measurements are in place |
| **11** | Carry out risk assessments as necessary and have an awareness of Health and Safety issues as they relate to the post |
| **12** | Undertake necessary administration tasks to ensure effective communication and the smooth operation of the School Partnership |
| **13** | Source additional funding streams to ensure the sustainability of the coaching and competitive programmes. |

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| Other Specific Duties: |
| * All staff are expected to demonstrate consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school. * Treat all students with dignity, observe proper boundaries and understand that every adult in the academy has a responsibility to safeguard children and young people. * To continue personal professional development as required * Attend staff and other meetings and participate in staff training and development events as required * To actively engage in the performance review process * All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary * To work in the best interests of the academy Trust, students, parents and staff * To adhere to the academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety * Undertake the role of a Form Tutor within the academy’s Vertical Tutoring pastoral College structure, and provide relevant and appropriate pastoral support * To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role * To work at locations across the academy Trust, as required.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. |
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| **PERSON SPECIFICATION** | | |
| **Job: Schools Games Organiser** | | |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * educated to at least level 3 (A level’s or equivalent) with at least one qualification in a sport related subject * experience of working within a physical education environment * experience of coaching and/or teaching young people from ages 5 to 18 * experience of planning and delivering successful events * experience of working with local community organisations. | * health and safety and First Aid qualifications. * a degree or HND in a sport related subject |
| **Knowledge & Understanding** | * knowledge of health and safety within sport * knowledge of the School Games programme and other national strategies for sport * knowledge of funding streams available for sport * understanding of current trends and initiatives related to PE and sports development within schools and communities * understanding of Safeguarding and Child Protection issues. | * knowledge of sports leadership and volunteering programmes. |
| **Skills & abilities** | * good IT skills, including experience with databases and word packages. * well-developed time management, planning and organisational skills * ability to communicate and negotiate effectively to a range of customers through good inter-personal and written skills * sound judgment and ability to make decisions based on understanding of relevant information * able to prioritise work, set targets and to own manage workload to meet tight deadlines * adaptability to changing circumstances/ideas * able to use initiative in difficult or pressurised situations. | * deal sensitively with people and resolve conflicts * able to develop and maintain effective communication systems. |
| **Personal Qualities** | * enthusiasm and a passion for sport * an excellent record of attendance * ability to inspire confidence in staff, students, parents and others * reliability and integrity and a commitment to confidentiality | * determination to succeed and the highest possible expectations of self and others * empathy in relation to the needs of the academy and the local community * a commitment to inclusive education |