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**Activities Co-ordinator and Sports Instructor**

Full time: Hours of work from 12.00 pm to 8.00pm - five days a week. Monday to Saturday. One of the days between Monday and Friday will be negotiated as a free day.

Reporting to: Principal/SLT

Salary: Full time £26,000 to £28,000 pa subject to experience

You are entitled to 25 working days as holiday, plus three days between Christmas and New Year, during each College holiday period which runs from 1 September to 31 August (inclusive) and you will receive normal remuneration during such holidays.

**Terms and Conditions:** CTC Terms and Conditions in force at the time of appointment with 1 terms’ notice of termination of employment by both parties

**Appointment Date:** 1 September 2018

**Job Purpose:**

For Compulsory School Age (CSA) students to deliver and monitor a coordinated programme of high quality PE lessons. Students will receive 1 Hour 30 minutes of PE each week.

To deliver and monitor a coordinated programme of high quality professional coaching, extra-curricular activities and trips, that are progressive and reflective of the needs of students and support the aim of increasing participation in activities and school sport by ALL students at CTC.

**Job Description**

The job description identifies the main responsibilities attached to this post. This job description is subject to amendment from time to time within the terms of your conditions of employment as the operational needs of the school may require, but only to the extent consistent with those conditions of employment and only after consultation with you. The following list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only. It is also intended that in future years the holder of this post will develop their professional portfolio of responsibilities in order to have the fullest and most rounded experience as preparation for their career development.

In carrying out the responsibilities of this post, it is expected that the post holder will do so in accordance with the distinctive ethos of CTC.

All employees working with children and young people have a responsibility for safeguarding and promoting their welfare. An enhanced DBS will be carried out on the post holder.

**MAIN DUTIES AND RESPONSIBILITIES:**

* To prepare and implement well-structured and progressive coaching programmes ensuring a high quality, enjoyable coaching experience centred around the needs of students. The programme will link college and the wider community and will aim to provide increased opportunities for students to participate in sport and physical activity.
* To support students with SEN and/or EAL in sports and activities.
* To perform the administrative tasks involved in school and competition events.
* To teach a range of sporting activities alongside tutors within the colleges curriculum and to have a focus on OSHL (out of school hours learning).
* To significantly increase the number of students in after college activities.
* To organise inter-college and intra-college (CIFE) sporting competitions for students.
* Maintain appropriate records, registration forms and prepare monitoring reports. Submit reports as required. To write the annual extra-curricular report for the end of term2.
* To be a positive role model, creating a positive and fun environment in which to motivate and encourage students to participate in sport and extra-curricular activities.
* To take positive steps to identify and overcome barriers to participation amongst students, prioritising access and inclusion.
* To agree to abide by the college’s code of conduct, including professional behaviour, relationships and appearance.
* To carry out duties in accordance with the college’s policies, including equal opportunities, child protection, health and safety at work.
* To develop and maintain effective and positive working relationships with all staff, including the wider community and sporting organisations.
* To attend appropriate professional development courses as identified by the college.
* To ensure contacts are made with outside sporting bodies to enable signposting opportunities are made available to specific groups or individuals.
* To develop links to local clubs and encourage students to attend.
* To coordinate and run the Duke of Edinburgh (DofE) Programme
* Understanding and ensuring all aspects of safeguarding are monitored to the highest standard.
* Liaising with the finance office (re: financial records, invoicing, registers etc.)
* Day-to-day diary.
* Presenting an overall professional image for the college.
* To ensure that after-school club is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented and fire drills regularly checked.
* To ensure after-college activities volunteers are effectively managed. To undertake extra training as appropriate, monitor the training of staff, conduct yearly appraisals of all staff.
* The purchasing of necessary resources, (e.g. books, activity sheets, paper, arts/craft equipment, etc.) and the regular maintenance and tidying of equipment.
* To remain aware of current guidelines relating to after school club practices and current training opportunities and disseminate relevant information amongst all staff.
* Overall responsibility for coordinating activities run by other members of staff, including encouraging staff to run such clubs and to encourage students onto such clubs. This may include planning and delivery of your own clubs.

**SPECIAL FACTORS:**

Special conditions given below apply:

(a) The nature of the work will involve the post holder working on a non-academic timetable from 12.00pm to 8.00pm, five days a week. One day to be Saturday. In addition, there will be a commitment to working some full weekends and during college holidays. It will be necessary to work off college premises when running some activities, trips and the DofE.

(b) From time to time the post holder will be required to attend training courses, seminars and meetings as required by his/her training needs and the needs of the college.

(c) This post is subject to a check being carried out at an enhanced level by the Data & Barring Service

(d) This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.