**Candidate Pack**

**Sports and Fitness Manager**

**Welcome**

Thank you for your interest in South Quay College, an exciting organisation facing many unique challenges and opportunities. We aim to inspire and nurture the next generation of enterprising citizens, and are looking for highly skilled, resilient, and visionary practitioners to join us on this journey. This is more than a job to us; it is a choice to get involved in real situations, knowing that what we do each day can make a real difference to the lives of young people in East London. We value diversity and look to recruit people who can bring a broad range of skills and experiences. If you are passionate about working with young people holistically to achieve sustained, positive outcomes in work and life, we welcome your application.

**Role: Sports and Fitness Manager**

**Background of South Quay College**

South Quay College (SGC) is an outstanding 14-19 provider with a solid track record of impacting young people's lives through education, work-related learning and personal development. Having originally been established as an alternative provision, we have recently repositioned ourselves as an enterprise specialist college.

Our programmes consist of a Key Stage 4 Alternative Provision for students who have struggled to thrive in mainstream education, and a Key Stage 5 college for 16-19 year olds aspiring to a work-related learning route. Many of our students face significant barriers to education and employment and our delivery model seeks to address these barriers. Our aim is to support and equip our students to progress to positive, sustained outcomes in education and employment.

Our provision has an intensively staffed pastoral model, with all students offered one to one coaching and progression support.

**Context of the role**

At South Quay College, we operate a small school model with a holistic and inclusive approach to learning, and an emphasis on personal development. Students follow a vocational pathway, core curriculum subjects, and a dynamic programme of enterprise and citizenship activities that develop their transferable skills and fuel their ambitions.

We are looking for a highly experienced professional with teaching and ideally some management or leadership experience, to join our team in a unique role that brings together expertise in vocational education and enterprise. The post-holder will ideally have a variety of fitness industry experience as well as experience of teaching fitness instructing and personal training. Experience in enterprise, delivering work-based learning programmes or other vocational areas currently delivered at the college would also be advantageous, as we are keen to grow a dynamic, work-based approach to learning that benefits both our students and the wider community.

The post holder will be responsible for leading a small team of staff to deliver our sports and fitness programmes, and managing the use of our sport facilities. Our longer term aim is to develop our programmes in Fitness & Personal Training into a community hub model that enables students to gain real hands-on work experience whilst achieving qualifications that will equip them for the future.

The successful candidate will be a resilient self-starter who will foster a spirit of both innovation and excellence in his/her team. He/she will have excellent interpersonal and organisational skills, and be able to transform the learning experiences of even the most disengaged students.

The successful candidate will be both entrepreneurially minded, as well as a passionate and excellent educator. In addition the ideal candidate will also have a desire to support students who are marginalised from mainstream opportunities to fulfil their potential through innovative and inspiring teaching and learning.

**Job description for Sports and Fitness Manager**

**Line manager:**

The post holder will report to the Assistant Principle

**Core responsibilities and duties:**

* To fulfil the professional responsibilities of a teacher, preparing students for a career in the Active Leisure Industry
* To lead the development of our Sports and Fitness department, including gym and sports facilities, with a view to growing a ‘community hub’ that can provide work-based opportunities for our students, as well as benefits for the wider community.
* To ensure effective relationships with all stakeholders
* To contribute to the ethos of the College by participating and leading on enrichment activities.

**Associated responsibilities and activities:**

**1. Professional Responsibilities**

* + To support the college’s aim to promote the improvement of standards of teaching and learning, and to support those policies and procedures laid down by the Principal
  + To teach students within the college
  + To lead on the development and delivery of the department’s curriculum, ensuring that programmes stay up to date with industry standards
  + To carry out such other associated duties as are reasonably assigned by the Principal
  + Engaging with the widest range of educational technologies
  + Using detailed knowledge and specialist skills to support all students’ learning
  + Using the full range of monitoring and assessment techniques to ensure learning and progress are maximised and supporting interventions where there is underachievement
  + Supporting students consistently whilst recognising and responding to their individual needs
  + Encouraging students to interact and work co-operatively with others
  + Promoting independence and employing strategies to recognise and reward achievements of self-reliance
* Contributing to the highest possible academic outcomes for all students

1. **Relationships**
   * The post holder supervises the teaching and associate colleagues allocated to work in the department
   * The post holder interacts with other professional colleagues and should establish and maintain productive relationships with them and promote mutual understanding of the school’s aim to improve the quality of teaching and learning
   * The post holder will over time, be expected to build and maintain relationships with external stakeholders in order to develop training opportunities for students.
2. **Particular Responsibilities**

## Curriculum

* + To raise standards of student attainment and achievement within the department
  + To be accountable for student progress within the department and keep records up to date
  + To give leadership to the department and to be responsible for the planning, effective implementation and regular review of the curriculum
  + To co-ordinate the preparation and development of schemes of work, teaching materials, teaching programmes, methods of teaching and assessment to ensure students are taught in a demanding and inspiring way
  + To liaise with other departments in order to establish and maintain curricular cohesion and enrichment opportunities and to work with all relevant colleagues to ensure a fully inclusive provision
  + To enable department colleagues to keep abreast of new developments and to keep the Principal and Leadership Team advised of these.

## Management

* + To advise the Principal and the Leadership Team on the aims, policies and procedures of the department, and the resources that are required to implement department aims
  + To maintain efficient and effective control of the department’s budget
  + To promote the effective use of the department’s rooms, facilities and equipment, proper maintenance of the materials and fabric of the department, and the observance of relevant health and safety regulations
  + To ensure that department areas present a stimulating environment
  + To assist the Principal and/or the Leadership Team in the preparation of reports relating to the work of the department, including the progress of students, and to make contributions to materials published about the college. This may include the analysis of data or the collation of evidence
  + To ensure that appropriate arrangements are in place when department colleagues are absent
  + To lead, organise and evaluate monitoring of teaching and learning in the department in line with whole college policy
  + To be responsible for the conduct and behaviour of students within the department and to support colleagues within the department, liaising with parents and carers as appropriate
  + To establish and oversee department examination policy and both internal and external assessment procedures with the agreement of the Leadership Team
  + To oversee student subject reports and reporting at Student Review Days
  + To oversee the work of all members of the department, including homework, marking, assessment and evaluation
  + To carry out any other reasonable duties as may from time to time be requested by the Principal

## **Staff Development**

* + To undertake professional development and training in line with college policy and industry requirements
  + To assist in the selection for appointment and in the further professional development and training of colleagues in the department
  + To support department colleagues in matters of student welfare and discipline and to develop appropriate support strategies and referral systems in accordance with general college policy
  + To carry out the annual cycle of appraisal in accordance with college policy, agreeing and monitoring targets as team leader for the department

***This job description may be amended at any time by agreement, but in any case will be reviewed annually.***

**Person Specification: Sports and Fitness Manager**

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| **Attributes** | **Essential** | **Desirable** | **How identified** |
| Education and  Qualifications | • A relevant teaching qualification.  • A Level 3 Certificate in Personal Training (or equivalent)  • A relevant vocational assessing qualification |  | Application form.  References. |
| Relevant experience | • Experience of working in the Fitness Industry, preferably as a personal trainer  • Experience of delivering training in fitness and personal training  A successful record of:   * working in a challenging educational context * contributing to decision-making and leading initiatives * leading teams and participating as a team member * setting high standards to staff and students by personal example * contributing to raising academic standards * setting targets for students and monitoring student performance * setting targets for own work, for the work of colleagues and reviewing progress/outcomes * professional development * working with a variety of stakeholders, including employers | Experience of leadership in a fitness or business setting  Middle management experience in an education / training setting  Project Management | Application form.  References. |
| Special knowledge and  skills | Able to demonstrate s/he can:   * lead and inspire others * work on their own initiative and be part of a team * see tasks, plans and ideas through to completion * think strategically but have an ‘eye for detail’ * undertake complex, problem solving tasks such as data analysis * assimilate information quickly and prepare helpful summaries * use emotional intelligence to manage change effectively * develop links and access resources * use ICT solutions effectively and with confidence | Evidence of the innovative deployment of technology in  improving learning outcomes  Evidence of entrepreneurial skills | Application form.  At interview.  References. |
| Attitudes | Able to demonstrate:   * they value the education of every student as equally important * a commitment to equal opportunities * a clear understanding that it is the responsibility of leadership to provide active support and challenge to colleagues * be committed to high quality in all aspects of their work * experience as an outstanding teacher / instructor * the ability to maintain strong relationships with students, parents and other stakeholders |  | At interview.  References. |
| Personal qualities | * innovative and entrepreneurial * efficient * ambitious * committed to improving standards * an effective lead motivator * good sense of humour * genuine concern for others * decisive, determined and self-confident * acts with integrity * honest and open * empowers, delegates, develops potential * accessible and approachable * clarifies boundaries, keeps others informed and involves others in decision making * encourages critical and strategic thinking * intellectual tenacity and resilience * excellent attendance and punctuality |  | At interview.  References. |