# StV Sixth Form College Black

## JOB DESCRIPTION

# Job Title: Sport & Outdoor and Adventurous Activities (OAA) Support Assistant

Reporting to: Head of Department

Scale Support staff spine point – 16 (£16,194 FTE, pro rata)

Hours 20 hours a week

37 weeks per year (term-time only)

Job Summary: To support the operational running of the Sports and Public Services curriculum including:

* delivering enrichment activities
* supporting promotion and liaison activities of the college
* facilitating bookings of leisure resources
* duties to support college sports teams

Job Content: **Main Duties**

1. To support the day-to-day operation of the college’s Sport and OAA curriculum delivery and use of facilities.
2. To support liaison and booking of the college Sport and OAA facilities, undertake some administrative tasks as appropriate.
3. To contribute to the organisation and co-ordination of enrichment activities within the leisure, sports and OAA facilities.
4. Assist with organisation of sports trials and inviting applicants to sport taster sessions.
5. To support college staff to develop and organise a wide reaching, creative enrichment programme. This will include Mixed Netball, Frisbee, 5 a side Football, Climbing, Badminton, Archery, Tennis, Rounders. To plan a varied enrichment programme to utilise all sport and OAA facilities to create a “buzz” around campus and “show off” what is on offer.
6. To undertake the washing of Sports and OAA kit and regularly stock take Sport and OAA practical resources. Ordering additional equipment as and when required.
7. To assist in the organisation and college events and activities, including the annual Sport and Public Services Awards.
8. To answer Sport and OAA facilities queries and liaise with schools and other external companies.
9. To assist with the preparation of Sport and OAA marketing and other associated materials. Develop links with links with local clubs and advertise opportunities to get involved in sport within and outside of college.
10. To have knowledge of College wide events to pass on information to users/hirers and visitors.
11. To organise and run a staff sports day at the end of the academic year.

**Other key duties**

1. To monitor Health and Safety within the work environment.
2. To abide by and comply with all quality procedures that are undertaken by the College as detailed in the quality assurance structural mechanisms and policy documentation, especially relating to individual areas of responsibility
3. To have a clear understanding of the duties and responsibilities arising from all College policies and procedures, but in-particular, those relating to Health & Safety Safeguarding and Equality & Diversity
4. To abide by and comply with all quality procedures that are undertaken by the College, as detailed in the quality assurance structural mechanisms and policy documentation, especially relating to individual areas of responsibility.
5. Any other duties as deemed necessary by the Principal.

### Signature of Job Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Deputy Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_