**Title of post:** **Sports Coordinator**

**Responsible to:** **Assistant Principal**

**Remuneration: Pro-rata for 36 hours per week term time only – 40 weeks per year**

**Purpose:**

To develop and implement the College’s sport enrichment programme.

To support, train, develop and deploy student sports leaders, volunteers and officials.

To act as the main link person with the local and national sporting infrastructure

**Key Tasks**

1. To enhance and improve the planning, development and provision of sport across the College, specifically as part of the enrichment programme, whilst actively involving local sports organisations.
2. To ensure good supervision of sports activities in the sports hall, fitness suite and other College sports facilities.
3. To coordinate the College sport teams fixtures and communicate effectively with other members of staff who manage College teams.
4. Manage the 1st XI football team programme.
5. To facilitate connections between the College sports development plan with the local and national sporting infrastructure.
6. To identify, develop and deploy appropriate students as leaders, coaches and officials in support of the College students and staff and those involved in community sport.
7. To increase and improve the range of intra and inter school and college sporting competition.
8. Where appropriate, work with other sports coordinators to develop inter-school or college partnership working.
9. To work with key local sporting partners to signpost more young people into participation in sport in the community.
10. Identify potential funding opportunities both within the College and through local partners, to support the implementation of the College sports development plan.
11. To promote the benefits and successes of the College’s work in this area and ensure it has a high profile both internally and externally.
12. To monitor and evaluate the College’s progress in relation to the national targets for participation, the College sports development plan and contribute to the overall national monitoring and evaluation process.
13. To promote and facilitate the sports development of members of staff.
14. Attend and support College events such as parents’ evenings and open days etc.
15. To take responsibility to ensure the health and safety of self and others.
16. To assess and respond to Health & Safety hazards within the Siena Building.
17. To share good practice with other members of staff.
18. To contribute to the strategic objectives of the College as required.
19. Other tasks as prescribed by the College Principal.

**Person Specification**

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| **Factors** | **Essential Criteria**  | **Desirable Criteria**  |
| **Education & Qualifications**  | Degree or equivalent qualification.Coaching qualification at Level 2 in at least one sport (ideally football).First Aid qualification.  | Teaching qualification.Additional Sports qualification |
| **Experience/ Knowledge** | Experience of motivating young people to participate in sport. Knowledge of current sports development policiesKnowledge of local and national funding for sportKnowledge of Child Protection procedures. Knowledge of Safeguarding Children | Understanding of the FE sector |
| **Skills & Attributes** | Understanding of local sports partnerships. Ability to work within partnerships and with all staff at all levels. Good organisational skills.Ability to summarise and record information accurately.Ability to direct and prioritise own work. Good time managementGood report writing and presentation skills. Excellent liaison and communication skills. Ability to work as a team and on own initiative. |  |
| **Other** | Prepared to travel. Prepared to work flexible hours including some evenings.  | Involvement in sports at club levelUK full driving licence |