

THE HOWARD SCHOOL JOB DESCRIPTION

Designation and salary: **School Sport Co-ordinator (SSCo)** (part-time 6.5 hours per week preferably on a Thursday (there is some flexibility on the day)
(Fixed term contract September 2021 - until August 2022)
subject to external funding
Salary point no. 1 (£5,142 pro rata)

School: Working from home/P.E. office and visiting various Primary (rural, area of Medway plus Strood/ Gillingham/ Rainham, plus some Secondary Schools/Sports venues across Medway

Responsible to: Partnership Development Manager at the Howard SSP

MAIN PURPOSE OF JOB:

1. Provision of high quality P.E. for all Primary pupils;

- Working directly with Primary classroom teachers through CPD training sessions to up-skill their knowledge, understanding and confidence of teaching Physical Education (P.E.) to K.S. 1 and K.S. 2 pupils.
- Working closely with many Primary P.E. Co-ordinators and Head Teachers to provide best practice, advice and support on all Physical Education matters, including health and safety to primary classroom teachers, through CPD and occasional team teaching. Offering a supportive and co-operative approach, accommodating primary teacher's needs, requirements and experience.
- Deliver CPD twilight training sessions as appropriate for staff.
- Gain up to date knowledge and understanding on the latest P.E. curriculum various Schemes of Work, including assessment and ensure primary classroom teachers are up to date and pupils know how to progress in P.E.
- Help to ensure the profile and popularity of P.E. and school sport/physical activity at the school is high with both pupils and staff, through high quality delivery.
- Using P.E. as a vehicle for whole school improvement and pupil achievement, attainment and behaviour/attendance. Encouraging schools to fully understand the health and well-being benefits for pupils taking part in P.E., School Sport and physical activity regularly.
- Develop possible cross curricular projects with P.E. and other subjects, helping pupils to learn about other subjects whilst participating in P.E. i.e. Active English/Active Maths.
- Assisting Primary P.E. Co-ordinators to work towards the national School Games Mark Awards and register on the www.yourschoolgames.com website and completing the schools 'Evidencing the Impact' document associated with the Primary P.E. Premium ring-fenced funding.

2. Provision of opportunities for all young people to participate in a range of high quality physical activities in a school day, enabling teaching staff to ensure pupils take part in at least 30 mins of daily physical activity;

- Consult and work closely with the staff and pupils to help them to programme a series of after-school/before school/lunchtime activities for all pupils sometimes using external qualified sports coaches/with links to community sports clubs. With particular support for those pupils that are under-represented i.e. those pupils that are physically inactive.
- Encourage Primary P.E. Co-ordinators to timetable with their teaching colleague's regular opportunities for pupils to be physically active: travelling to school, playtime lunchtime/after-school/ during lessons i.e. Wake and Shake, Virtual classroom fun physical activities, more physically active lessons and travelling home. And encourage them to complete the www.activeschoolplanner.org website.
- Enable Primary P.E. Co-ordinators to develop a school ethos of healthy, physically active children and staff with the strong social, emotional, physical and mental health benefits for all.
- Encourage and enable a pupil pathway for them to attend a local community sports clubs and promote community sports club opportunities locally available.

3. Assist in providing Intra-School and Inter-School sports competitions for pupils

- Support your assigned Primary P.E. Co-ordinators to deliver Intra- and Inter-School Sports competitions across the Medway and HSSP area i.e. providing Intra-School Competitions ideas, resources and links to enter Competitions locally.
- Ensure Primary Co-ordinators are fully inclusive and ensure all pupils are involved and enjoy regular sports competitions throughout the academic year i.e. personal challenges/ Virtual Competitions and external Festivals (MYG, DYG programme, Medway PSG and HSSP Festivals).
- Promote and publicise the benefits of taking part in Competitions, through school newsletters/social media etc.

4. Provision for young people to undertake high quality Leadership and Volunteering training roles

- Support and engage KS1 and KS2 leadership training programmes through the delivery of young leaders (playground) to enable schools to format and zone a physically active playground during school break-times/lunch-times, thanks to the trained leaders/volunteers.
- Support and help to train School Sports Organising Crew pupils (yrs 5 and 6) to help Teachers to deliver Intra-School Sports Competitions.
- Support and help train Active Health Ambassador pupils (yrs 4,5,6) to drive a health campaign in their primary school.
- Support, train and supervise, when required, student sport leaders/volunteers from Secondary Schools to receive training and support to lead younger pupils in a sporting environment i.e. at a club/Competitions/Festival.

Other areas of work:

- Attend HSSP Team staff meetings 2-3 times per year.
- Support other members of the HSSP team in joint events/training and share resources and workloads where necessary i.e. cover for other members of staff occasionally.
- Attend any line management support meetings.
- Contribute to the HSSP newsletter/annual report and social media as and when required
- Gain customer feedback from Teachers and pupils both verbal and written

School Sport Co-ordinator Person Specification

	Essential	Desirable
Experience:		
Qualified teacher status	✓	
Experienced P.E. teacher	✓	
Co-ordinating OSHL and school sport	✓	
Including all young people in PE and sport/physical activity	✓	
Working with primary teachers and AOTTs	✓	
Producing and researching teaching resources	✓	
Contributing to school P.E./Sports reports and school development plans	✓	
Working with P.E. Co-ordinators and Head Teachers/Senior Management		✓
Knowledge and understanding:		
How P.E. and sport can be used as a vehicle for whole school improvement	✓	
How physical activity can benefit pupils well being	✓	
How P.E. and sport is delivered in primary schools		✓
Purpose of whole school development plans	✓	
P.E. National Curriculum at K.S. 1 and K.S. 2	✓	
Skills and qualities:		
Interpersonal	✓	
Negotiating	✓	
Communication (oral and written)	✓	
Delegation	✓	
Team work and co-operative	✓	
Self motivated	✓	
Flexible	✓	
Organisational and planning	✓	
Creativity and problem solving	✓	
Reflective	✓	