



**CROYDON
SCHOOL
SPORT**
PARTNERSHIPS

Job Description

Sport & Physical Education Development Officer

The core purpose of the Croydon School Sport Partnerships (CSSP) is to provide primary schools with access to appropriate training and support to improve the quality of PE and school sport across the London Borough of Croydon and increase participation. The CSSPs are also responsible for delivering the School Games across Croydon and the post holder will be expected to take a role in developing this framework, delivering events and ensuring access to high quality competitions for all schools.

Salary Grade and Range:

Grade 5/6 Scale Point 16 Paid Pro Rata

***Salary is dependent on experience**

Working Pattern

Contract Term Time + 2 weeks, 21 hours/week

Part Time, 3 days a week

Responsible to

Pearl Sethna and Heidi Lukes (Development Managers)

Job Purpose

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- Liaise with local and national partners to ensure schools have the opportunity to access appropriate initiatives and programmes.

- Provide primary and secondary schools with the opportunity to take part in a range of competitions, in line with the School Games and other frameworks.
- Work in partnership with secondary schools, to provide access to high quality facilities and train and utilise young sports leaders.

RESPONSIBILITIES

Competitions and School Games

- In conjunction with the Development Manager, be responsible for planning and delivering a calendar of competitions across all key stages, including (but not limited to) School Games events.
- In conjunction with the Partnerships' team, be responsible for organising and delivering Croydon's School Games events, including sourcing venues, appropriate leaders and officials.
- Support primary schools to plan and deliver a range of inclusive and participation based sports festivals to provide intra and inter competition opportunities for all pupils, regardless of age or ability.
- To ensure all competitions are of a high quality and run in accordance with the procedures and guidance set down nationally, and as directed by the Development Manager.
- To ensure that the School Games programme is effectively linked with other Borough wide school sports' competitions, maintaining links with Croydon's Active Lifestyles Team and Croydon School Sports Associations.
- Ensure appropriate risk assessments are written and health and safety procedures are adhered to at all CSSPs' events.
- Develop the workforce of teachers, non-teaching staff, parents, volunteers and particularly young leaders, required to activate competitions at all levels.
- Work with NGBs to provide appropriate training opportunities for secondary school young leaders across Croydon and work with primary and secondary schools to deploy these leaders.
- Support schools to provide a wide and varied programme of activity during National School Sports Week.

Curriculum Development

- Support primary schools to access appropriate training and support, as required, to improve the quality of PE and school sport and increase participation
- In conjunction with the Partnerships' team, be responsible for delivering team teaching and bespoke whole school inset, contributing to the overall CPD offer to schools and making best use of individual strengths.

- Assist primary schools with curriculum planning and assessment for PE.
- Deliver play leaders' schemes for both lunchtime supervisors and pupils.

Other Projects

- Develop, coordinate and deliver other similar PE and sports programmes as they arise.
- Collate evidence which will contribute to the monitoring and evaluation of programmes, reporting to the Development Manager as requested.
- Promote and communicate opportunities across the CSSPs, including the production of publicity materials, the use of social media and maintaining the website.

Effective Day to Day Management

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, confidentiality and data protection (GDPR), reporting all concerns to an appropriate person.
- Maintain high quality working relationships with staff, students and parents/carers that contribute to creating a productive and happy working environment.
- As a member of staff in a school that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.
- As a member of staff in a school setting you will have the opportunity to participate in programmes for mentoring students and to participate in extra-curricular activities.

The post holder will be expected to carry out all duties in the context of and in compliance with all Trust's policies and procedures and in compliance with our Equal Opportunities Policies and Code of Conduct.

Other Duties

- Participate in training and other learning activities as required.
- Attend and participate in meetings as required.
- Perform all other reasonable requests/duties as required within the grading of your post.
- Respect confidentiality at all times.

The duties described in the Job Description may vary or be amended from time to time without changing the level of responsibility associated with the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

Person Specification

Sport and Physical Education Development Officer

	Essential	Desirable
Education, Training and Work Qualifications	<p>English and Maths GCSE (or equivalent).</p> <p>Minimum Level 2 Coaching qualification in one sport and qualifications / relevant experience in other suitable sports.</p>	<p>Degree or relevant qualification, (preferably in a related subject area) OR equivalent experience.</p> <p>Further in service or professional development qualification.</p>
Knowledge	<p>Sound sports development or school sport/education knowledge and experience with a proven track record of achievement (minimum of 2 years' experience).</p> <p>Knowledge of School Games competition framework.</p> <p>A sound understanding of sports equity issues/principles.</p> <p>A good understanding of the national curriculum for physical education</p>	<p>Sound knowledge and empathy for the voluntary sports sector.</p> <p>Knowledge and understanding and leadership, officiating, volunteering accreditations.</p> <p>An understanding of the organisation and structure of local, regional and national sport including the workings of county sports partnerships.</p>
Skills and Abilities	<p>Excellent organisational, planning and administrative skills, including time management, prioritisation of workloads, and be able to complete tasks to quality service standards.</p> <p>Ability to develop effective working relationships with key partners.</p> <p>The ability to deal sensitively and diplomatically with a variety of people and agencies and to show integrity.</p>	<p>Ability to positively support change, innovation and improvements.</p> <p>Ability to work strategically</p> <p>Strong team player</p> <p>Experience of promoting projects via social media</p>
Relevant Experience	<p>Experience of developing intra and inter school competition.</p> <p>Experience of working with key partners including schools, clubs, national governing bodies of sport and County Sports Partnerships etc.</p> <p>Sound working knowledge of Microsoft Office, i.e. Word, Excel, PowerPoint, Outlook</p>	<p>Experience of organising and delivering training sessions to adults.</p>
Attributes	<ul style="list-style-type: none"> ● High degree of energy, drive and motivation. ● Ability and willingness to work flexible hours, which may include some evenings and weekends. ● Commitment to continuous professional development. ● Commitment to high quality physical education, school and community sport. ● Committed to providing the best possible opportunities for all pupils ● Commitment to equal opportunities ● Commitment to safeguarding and promoting the welfare of children and young people ● Current, valid driving licence and access to a motor vehicle for work purposes. 	