

RECRUITMENT PACK

Sports Enrichment Leader



Introduction from the Chief Executive

The MILL Academy Trust is an exciting place to work and learn. We are committed to providing education that transforms lives and we are ambitious in our pursuit of excellence. All of our schools work collaboratively together and, by joining us, you will be assured of truly exceptional professional development.



This is a hugely exciting time for our family of schools as we presented with a rare opportunity to make a real difference to the lives and life chances of so many young people.

Thank you for your interest in this position and I look forward to discussing our Trust's vision and aspirations with you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'WJ Hemmingsley'.

Wendy J Hemmingsley,
Chief Executive



Who we are

The MILL Academy Trust was established in October 2015. We are a growing multi-academy trust and we are committed to 'transforming lives through inspirational education'. We are a non-profit making charitable company limited by guarantee, based in Witney, Oxfordshire.

The MILL Academy Values:

Motivate

Inspire

Learn

Lead

Distinctive Features of the MILL

- Learning and teaching at the centre of all we do
- Forward thinking organisation
- Commitment to 'upstreaming'
- OLEVI CPD programmes for teachers and support staff at different points in their careers
- Headteacher development
- Coaching package for all Headteachers
- Governor training and support
- Leadership programmes and development across the group
- Commitment to collaboration
- Substantial investment in cross Trust initiatives to improve learning and teaching
- Integration of primary and secondary approaches
- Excellent central services for finance, IT, facilities, HR and business functions

Job title:	School Enrichment Leader
Responsible to:	School Leadership Team
Location:	Based at Primary Schools (may be required to work at or travel to any of the MILL Academy Trust Schools on an occasional basis)
Working Pattern:	Full-time (37 hours per week), Term Time only
Disclosure level:	Enhanced
Salary:	Grade 9 (£22,487 – £24,683)
Job Purpose:	As a Sports Enrichment Leader (SEL) you will support our schools in delivering the Trust's sports enrichment agenda and their primary sports plans. Alongside staff you will help create, promote and drive the sports offering and encourage and enthuse our students to take part. You will lead enrichment sessions for students and take teams to fixtures and events. We're looking for individuals to help our students access the unique opportunities the Trust offers.

What we are looking for

- Passion for sport and experience in coaching, development, organisation or delivery
- Coaching qualifications such as, but not being exclusive to hockey, athletics, netball, football, cricket and rugby
- Full driving license and willing to drive for work purposes
- Positive role model, demonstrating self-motivation and mature interpersonal skills
- Ability to develop and maintain a warm, respectful and valued rapport with young people
- Enthusiastic and energetic approach, with a can-do attitude

Key responsibilities of the post

General

- In collaboration with School Leaders and any relevant specialist coaches, develop an individual school action plan to deliver the Trust's Sports Enrichment Strategy.
- Support School Leaders in delivering the school's action plan for 2019/20 - increasing sports participation and sporting competitiveness at the school and work to leverage other funding opportunities.
- Plan, request, track and report on dedicated sports enrichment budget.
- Collect and collate evidence from the School that will contribute to the monitoring and evaluation of the Sports Enrichment Programme, locally and nationally.
- Support termly written reporting of progress and outcomes to the Headteacher for distribution to the Local Governor Committee.
- Lead a number of enrichment clubs and programmes every week before, during and after school.
- Ensure sport displays are up to date and equipment is organised.

Other duties

Clubs and Coaching

- Build relationships with local partners and identify opportunities for joint working. Establish links with community clubs and help establish partnerships and relationships that provide high quality coaching in/out of curriculum.
- Produce and publicise the schools' written programme of co-curricular clubs.
- Regularly remind students of clubs, matches and events and help organise teams ready for competitions, communicating effectively to parents and any relevant staff.
- Highlight groups with low participation and develop opportunities for these groups to participate

Competition

- Work creatively with School Leaders to plan and organise internal and external competitive opportunities for the School.
- Support the delivery of festivals and house competitions for students.
- Organise and take teams on both home and away fixtures / events, ensuring all relevant paperwork is in order.

- Promote results and achievements of pupils and teams competing inside and outside of school time via social media, newsletters, displays and more.
- Help to identify and support individuals and shape pathways and opportunities for them to participate, compete and excel in elite sport.
- Maintain a participation register and support the various Trust initiatives.
- Promote the kudos of selection for school teams and look to maximise selection
- Propose and support applications for scholarships and any external funding opportunities.
- Promote and market sporting opportunities to students through traditional and social media channels.
- Help the School Leaders to recognise and reward sporting success and ensure the sporting achievements of the School and its students are well publicised – including assemblies, certificates newsletters, awards and Trust publications.
- Ensure the School website is regularly updated with sporting news, results and information.
- Work with the Trust PR and Communications to work with local press to secure PR for key individuals and successful teams.
- Ensure sports participation and success is captured in reporting, photography and video and showcased across the School. Engage other departments in cross-curricular opportunities.
- Plan and execute well-structured visits by elite athlete role models and mentors where available.
- Ensure visits are impactful and effective - make sure that visitors are well briefed and well prepared, and that by athlete and students anticipate and value the experience.
- Work with partners to identify sports opportunities available to students (e.g. match tickets or events)

Conditions

It will be necessary to work outside normal office hours including some work in the evenings and, on occasion, at times during the weekend.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description.

Person Specification

Area	Post Requirements	Essential /Desirable
A. Qualifications and Professional Development	<ul style="list-style-type: none"> • Passion for sport and experience in coaching, development, organisation or delivery 	E
	<ul style="list-style-type: none"> • Coaching qualifications such as, but not being exclusive to hockey, athletics, netball, football, cricket and rugby 	E
	<ul style="list-style-type: none"> • Full driving licence and willing to drive for work purposes 	E
	<ul style="list-style-type: none"> • Evidence of sporting background 	D
	<ul style="list-style-type: none"> • Holder of a current First Aid qualification, or willingness to undertake training 	D
B. Knowledge, Skills, Competencies and Experience	<ul style="list-style-type: none"> • Positive role model, demonstrating self-motivation and mature interpersonal skills. 	E
	<ul style="list-style-type: none"> • Ability to develop and maintain a warm, respectful and valued rapport with young people. 	E
	<ul style="list-style-type: none"> • Effective communication skills (verbal and written) including presentations. 	E
	<ul style="list-style-type: none"> • High personal and professional standards, including recognition of the confidentiality issues impacting upon work in a school (e.g. access to sensitive pupil medical or family information). 	E
	<ul style="list-style-type: none"> • Awareness of safeguarding legislation and issues and full commitment to safeguarding practice. 	E
	<ul style="list-style-type: none"> • Willingness to travel between schools and a flexible approach to duties undertaken and extracurricular involvement. 	E
	<ul style="list-style-type: none"> • Ability to communicate with students, parents, staff and other members of the Trust 	E
	<ul style="list-style-type: none"> • Enthusiastic and energetic approach, with a can-do attitude. 	E
	<ul style="list-style-type: none"> • Flexible approach to duties undertaken, sports taught and working hours 	E
	<ul style="list-style-type: none"> • Ability to deliver and manage sessions with large numbers of students alone 	E
	<ul style="list-style-type: none"> • Experience of working with children/young people in an academic or competitive sporting environment. 	D

The Application Process

We are seeking to appoint the best possible candidate and our recruitment process will reflect our desire to undertake all possible measures to achieve this.

Applicants should download the teaching staff application form using the following link: <http://millacademy.co.uk/vacancies/>

In addition to the completed application form please submit a letter of application that is no more than two sides of A4

Suitable and interested applicants are encouraged to make contact with our Chief Executive, Wendy Hemmingsley, for an informal discussion and/or site visit which can be scheduled by contacting the HR Team on 01993 848166 or email hr@millacademy.oxon.sch.uk.

The closing date for this vacancy is **22nd July 2019 at 9:00am**. Shortlisting will take place shortly after the closing date and candidates will be notified further only if they are successful in being shortlisted. The date for interviews and associated assessment activities will be confirmed in due course.

