

# Appointment Information

## Schools' Football Coordinator





Dear prospective applicant,

Thank you for taking the time to read about this role, Inspire Together and our school. Crown Hills CC is in the top 12% of schools nationally and blends a 70-year history of inclusive education with an innovative, forward-looking approach to providing a state education like no other to 1500 students from inner city backgrounds.

Over the past three years, the school has changed significantly not only in its performance but also in the way it operates. We are not interested in the OFSTED grade or judgement and it is not something that we use to threaten staff with, nor do we use it to set policy. We do what is best for the staff and the students underpinned by a set of clear values and we trust that everything else will take care of itself. I would therefore, urge you to visit us and to look at our website and the video about what it is that we stand for and why you would want to join us – [crownhills.com](http://crownhills.com). Crown Hills is a founding school within the “Well Schools” movement and I sit on the board as well as being an advocate Head teacher for the Youth Sport Trust.

Inspire Together have just undertaken a rebranding and will be known as ‘Inspire Together – A healthier, happier future generation’ from September 2022. This reflects a change in direction for us no longer focused solely on school sports, but across our six delivery strands of High Quality Competition, Inclusion, Leadership, Health and Wellbeing, Community and High Quality Physical Education.

We have long worked in partnership with the group of dedicated volunteers that have for many years done an outstanding job as the Leicester City Schools' Football Association committee. This year the association has asked Inspire Together to take on the running of the Leicester Primary Schools' Football Leagues moving forward to ensure sustainability, which has given the opportunity to recruit a School Football Coordinator to develop and run the comprehensive primary league programme.

This role is permanent, 30 hours/week working across 5 days, term-time only and paid on LG band 4 (actual salary £14,091 - £15,253). Your contract will be with Crown Hills Community College and as such you will also receive a number of further benefits. These include dedicated Inspire Together office space, a work pc/laptop, work mobile phone, continual professional development, ‘Westfield’ Health Insurance, no emails at the weekend or after 8pm and during holidays, administrative support, 24 hours a day/365 days a year phone counselling service, and a Cycle to Work scheme.

We are looking for an organised, energetic and inspirational individual to work within the high quality competition and events team led by the School Sport and Inclusion Manager. Also within the Inspire Together team are an assistant manager, two School Games Organisers, two Health and Wellbeing Coaches, a Female Engagement Officer, an Inclusion Officer, two Administration Officers and a Health, Wellbeing and Community Manager (currently also being recruited).

What we are building at ‘Inspire Together’ is truly unique; there is no blue print to follow and we are one of the few partnerships in the country to have a vision so ambitious and all encompassing. Our aim is to go beyond school sports and have a positive impact on the young people in Leicester, their families and their communities.

‘Our vision is that every young person enjoys being active, so they have the long-term benefits of a healthy, happy, lifestyle.’ To be successful in this role you will possess a proven record of working with young people, organising sporting events to a high standard and sharing a passion to have positive impact on the health and wellbeing of young people. You should also be able to demonstrate a positive track record of working with others to achieve a set of outcomes and positive KPIs.

Working within our team, you will need to have the emotional intelligence to deal with sensitive matters with clarity as well as trusting those around you to deliver and, when needed, have open and honest conversations to improve delivery. We have 127 primary, secondary and special schools in the partnership and making strong professional relationships with a variety of groups of people in a dynamic environment is paramount, and a key part of the role.

We are looking for the role to start as soon as possible in the new academic year Autumn 2022. If you would like to discuss the role, please contact Dan Hewins the Inspire Together School Sport & Inclusion Manager on [dhewins@crownhills.leicester.sch.uk](mailto:dhewins@crownhills.leicester.sch.uk).

Please read the attached job description and person specification. If you are interested in applying, please complete the application form available on our website: [crownhills.com](http://crownhills.com) including e-mail addresses of all referees, and email it to Sinead Franklin, [sfranklin@crownhills.leicester.sch.uk](mailto:sfranklin@crownhills.leicester.sch.uk)

Deadline for applications is Tuesday 13th September 2022 at 9am, emailed to [sfranklin@crownhills.leicester.sch.uk](mailto:sfranklin@crownhills.leicester.sch.uk)

Interview Date – Thursday 22nd September 2022

Yours sincerely,

A handwritten signature in black ink, appearing to read 'F Adam', with a long horizontal flourish underneath.

Mr F Adam  
(Principal)

\*All appointments will be subject to references and pre-employment checks.



## JOB DESCRIPTION

Job Title: Schools' Football Coordinator	11-16	Maintained
College: Crown Hills Community College	Grade:	LG Band 4
Reports to: Inspire Together Managers and Assistant Principal	Salary: £14,091 - £15,253 (actual salary)	
Term: Permanent 30 hours/wk, term-time only (support staff)		
Term-time only role with an expectation to also attend 3 staff inset days for essential training.		

### JOB PURPOSE SUMMARY

- To lead on and deliver the Leicester Primary Schools' Football Leagues which involve over 50 boys and 50 girls teams.
- To support a workforce of young leaders to develop as officials to support the school leagues.
- To develop appropriate football opportunities to support the development of the primary leagues and to support the Barclays Girls' Football School Partnerships in the city.

### OVERALL RESPONSIBILITIES

- a. Work in partnership with the college and Inspire Together team and other key stakeholders, in generating the ethos and values that underpin the college & Inspire Together.
- b. To undertake the direct delivery of central venue football fixtures for primary school children at multiple venues across the city.
- c. Support the college and Inspire Together's mission (via the college's THIRST principals) through your own outstanding professional conduct and high expectations of others.
- d. Provide outstanding advocacy and support across the wider network.
- e. Ensure that the needs of all young people are central to all that is done.

### CORE OBJECTIVES

- a. To plan, coordinate, promote and deliver central venue fixtures for the Leicester Primary School Leagues at 4 venues each week throughout the school year.
- b. To support the coordination and delivery of football for children and young people with a disability or special educational needs.
- c. To plan, promote and deliver football development sessions for Leicester City primary schools.
- d. To assist with the planning, coordination, promotion and delivery of the Barclays Girls' School Partnership in Leicester City.
- e. To develop and support a workforce of young football leaders and officials to support the running of the league and development sessions.
- f. To liaise with and work effectively alongside schools and partner organisations in the delivery of school football related activities and events.
- g. To undertake monitoring and evaluation of projects as necessary, and in line with funding requirements including: participation data, case studies, questionnaires, and interviews.
- h. To undertake training and development opportunities as required and appropriate to the delivery of the above activities.
- j. To contribute to the Inspire Together website, social media, newsletter and any other promotional media opportunities.
- k. Any other duties commensurate with the overall outcomes of Inspire Together in line with the vision and values.

### RELATIONSHIP WITH OTHERS

- a. Ability to work on your own initiative and be proactive, as well as being an effective team member.
- b. Able to deal sensitively and appropriately with confidential information.
- c. Maintain good working relationships with colleagues, students, parents/carers, governors, the community & Local Authority and ensure all communication is consistent with the school's ethos.
- d. Lead with the THIRST values of the college at the core of everything that we do.

## SPECIAL FACTORS

Subject to the duration of the need, the special conditions given below apply:

- The nature of the work may involve the post-holder carrying out work outside of normal working hours.
- The post-holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- Expenses will be paid in accordance with the Local Conditions of Service.
- This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.
- Subject to review, the post will attract a Casual user car allowance.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

# PERSON SPECIFICATION

			Assessed by:	
No.	CATEGORIES	Essential/ Desirable	Application Form	Interview / Task
QUALIFICATIONS				
1.	Achieved or working towards UEFA C Licence	E	✓	
2.	Minimum of A-C Grade GCSEs or equivalent in Maths & English	E	✓	
3.	Evidence of Continuous Professional Development	E	✓	
4.	First Aid Qualification	D	✓	
5.	Safeguarding/Prevent Qualification	D	✓	
EXPERIENCE				
6.	Organising sports activities and events for school pupils and/or community participants.	E		✓
7.	Working with children and young people, including coaching/officiating.	E	✓	✓
8.	Successfully managing large scale sport/physical activity/ sports projects/initiatives / programmes.	E	✓	✓
9.	Partnership & team-working.	E	✓	✓
10.	Supporting and mentoring staff and volunteers.	D	✓	✓
11.	Developing new activities and methods to monitor them.	D	✓	✓
12.	Using IT office software (e.g. Word, Publisher, Excel).	E	✓	✓
13.	Working with people with disabilities.	D	✓	✓

## ABILITIES,SKILLS AND KNOWLEDGE

14.	Willing and able to communicate with people professionally at all levels & from a variety of backgrounds.	E	✓	✓
15.	Able to be organised and take an effective approach to time and tasks.	D	✓	✓
16.	Able to work effectively as part of a team.	E	✓	✓
17.	Knowledge and understanding of child protection within sport including health & safety/risk assessment.	E	✓	✓
18.	Must be able to recognise discrimination in its many forms and willing to put the College's equality policies into practice.	E	✓	✓
19.	Ability to set and communicate clear targets and to track, manage, monitor and progress to achieve desired outcomes	E	✓	✓
20.	Appreciation of the process of developing and organising sports or activity based programmes.	D	✓	✓
21.	Project Management skills sufficient to implement and run activity programmes.	E	✓	✓
22.	Able to deliver, motivate and instruct others to deliver sports/activity programmes.	E	✓	✓
23.	Ability to work autonomously, prioritise conflicting demands and thrive under pressure.	E	✓	✓

## PERSONAL QUALITIES

24.	Ability to deal with and resolve delicate situations on an ongoing basis e.g. parents; challenging behaviours; disruptive children; disabilities etc.	E	✓	✓
25.	Is a strong team player with good interpersonal skills.	E	✓	✓
26.	Has excellent organisational, planning and communication skills.	E	✓	✓
27.	Commitment to working flexibly outside of school hours to achieve outstanding outcomes.	E	✓	✓
28.	Passionate belief in the school's aims and values.	E	✓	✓
29.	Highest level of professional and personal integrity.	E	✓	✓
30.	A strong commitment to inclusion and overcoming barriers.	E	✓	✓
31.	Personal resilience, persistence and perseverance.	E	✓	✓
32.	Commitment to the pursuit of continuous professional development for oneself and others.	E	✓	✓
33.	A sense of humour.			✓

Must satisfy relevant pre-employment DBS & Reference checks. Willing and able to travel locally, and further afield as necessary. This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.

# Inspire Together

