



Merevalley Federation

Role Title: **Sports Co-ordinator**

Grade: **F**

Purpose of job

To lead on the development of PE and games within the school by planning and delivering programmes of activity for all pupils. Work closely with head teacher and colleagues to integrate a comprehensive and inclusive approach to sports and physical activity at all levels.

Key Objectives

1	Raise standards of pupil achievement in physical skills, fitness and health awareness
2	Design and deliver specific programmes of physical activity to engage all pupils in their own personal development
3	Encourage all children to engage in regular physical activity, to co-operate with others and to develop an enthusiasm for PE and games
4	Assess, record and report on development, progress and attainment
5	Ensure inclusion of all pupils in appropriate sports, games and other activities
6	Supervise colleagues, volunteers and others in the delivery of particular sporting activities
7	Escort and supervise pupils on out of school activities
8	Manage the school's PE resources including the purchase and maintenance of equipment

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Manage staffing and equipment resources including procuring and maintaining stocks and apparatus
- Develop robust and comprehensive assessment and recording methods to track individual pupils' progress and provide relevant feedback
- Co-ordinate activities with classroom-based colleagues including teachers and teaching assistants
- Work closely with premises staff including caretaker(s) and cleaners to ensure a safe environment for all physical activities

- Work effectively with groups and individuals to encourage involvement at all ages and levels of ability
- Develop effective communications strategy to keep colleagues, pupils, parents and others fully informed at all times
- Encourage appropriate behaviour in a sporting context, developing concepts of good behaviour, self-discipline, fair play, personal goal setting and continued personal improvement in all pupils

Work Profile

- Attend to pupil's personal needs and implement related personal programmes, including social, specific medical needs, physical hygiene and welfare matters with appropriate training/support
- Adhere to school local and national authority guidelines and exercise professional discretion at all times.
- Be prepared to work flexibly in relation to the scheduling of timetabled and extra-curricular activities
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- Maintain confidentiality

Other information

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge		Level		Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time		<u>A</u>	A Application I Interview T Testing R Reference
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience		<u>D</u>	
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role		<u>E</u>	
Qualifications	Teaching Assistant/Sports Coaching qualification to NVQ 3 level or equivalent		X	
Skills / Experience	Significant experience in the delivery of programmes of physical activity to children	X		
	Sound understanding of health and safety in a PE/games context	X		
Competencies		Level		Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area		<u>A</u>	A Application I Interview R Reference
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements		<u>S</u>	
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		<u>E</u>	
Planning and organising work	Ability to plan for a full academic year, assessing needs and ensuring provision of appropriate human and physical resources to deliver agreed programmes of activity		X	I,R
Influencing and interpersonal skills	Encourage pupils to take up and participate fully in a wide range of sporting and other physical activities	X		I,R
	Ensure that the development of physical activity is fully integrated into wider school planning activities		X	I,R
Using initiative	Keep abreast of developments in relation to school PE and games, refreshing and improving the range of activities wherever possible		X	I,R
Working independently	Work closely with the head teacher and other support staff to develop programmes of activity and take personal responsibility for their delivery		X	I,R
Managing people	Plan and co-ordinate the work of other support staff and volunteers in the delivery of sporting activities		X	I,R
Managing resources	Identify and procure (in consultation with HT or other school management personnel) appropriate equipment and consumables, ensuring their safe use and secure storage		X	I,R
Managing risk	Be fully aware of health and safety implications of all physical activities. Be committed to safeguarding and child protection.	X		I,R
Managing oneself	Provide leadership and encourage by example in relation to personal attainment and improvement	X		I,R