

Job Description

Post	Sports Co-ordinator
Pay range	Scale 4 – Point 7-11
Hours of work:	22.5 hrs per week, term time only
Responsible to	Principal

Prime objectives of the post

- Arranging and co-ordinating sports activities in the playground for all the children during break times and the school lunch time period.
- To ensure that break times are orderly and that all children remain happy and safe during that time.
- Planning and delivering one after school club each day linked to competitive sports.
- Leading on Junior Playleaders over lunchtimes – planning activities that the children run.
- Delivering PE lessons alongside the Teacher to support staff CPD
- Supporting in PE lessons with assessment.
- Planning, risk assessing and delivering in-school sporting events, alongside the PE Co-ordinator
- Supporting the planning and organisation of whole school sports day alongside PE subject leader.
- Training teams of pupils for sporting competitions and organising these events liaising with other local teams.
- Check all PE equipment prior to each lesson and report any defects to the Site Manager/PE Subject Leader.
- Keeping a log of PE stock and ensure this is kept up to date, replenishing when required.

Membership of the Trust

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to, as requested from the Trust post holders.

Main duties and responsibilities:

Pupil Support:

- To supervise pupils on the school grounds as per school policy.
- Prepare activities and organising the delivery of sporting opportunities for individuals and groups of children in a safe and caring environment.
- To escort groups of pupils to offsite sporting events.
- Ensure that the children are appropriately dressed for the weather conditions.
- Ensure awareness of any medical needs e.g asthma/hayfever etc.
- Report all accidents and incidents to the PE Subject Leader or Principal and complete accident reporting paperwork accordingly.

Teacher Support:

- Work with teachers in assessments within PE planning.
- Deliver PE to small groups and, on occasion, full classes.
- Deliver outdoor games alongside the class teacher.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating record as agreed with the teacher, contributing to reviews of systems/records as requested.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with the school's policies and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility.
- Coach and support teachers to deliver whole class PE lessons.
- Provide CPD training opportunities for teachers and support staff.
- Work with leaders to develop the PE curriculum planning.

Curriculum Support:

- Under the direction of the class teacher, support groups of children within PE.
- Help pupils to access PE activities through appropriate support as directed by the teacher.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Ensure resources are available for all aspects of PE.

School Support:

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Supervise pupils on visit trips and out of school activities as required.
- Write risk assessments for attendance at sporting events.

After-School Club Supervision:

- Maintain a register of attendees.
- Familiarise yourself with club attendees in particular with regard to any medical/SEN requirements.
- Ensure paperwork for pick-up arrangements and contact information is available.
- Stay until all pupils have been collected and all equipment has been put back in its rightful place.

Safeguarding:

- As part of your wider duties and responsibilities, you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults.

This job description is not intended to be comprehensive and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.