



Sports Development Officer

Job Description & Person Specification

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Job Description

Reporting to:	Director of Sport
Key Contacts:	Teachers, support staff, students, external contacts, local community
Location:	Based at Penrice Academy but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust
Salary Grade:	G – Starting Salary £22,601 per annum
Hours:	37 hours per week, 52 weeks per year

Core Purpose of Role:

- ❖ To facilitate increased use of our facilities through lettings and work with third party providers, to enhance the sporting offer available to the local community.
- ❖ To contribute towards the school's extra-curricular programme in one of our major sports (Rugby/Hockey most desirable)
- ❖ To plan, deliver, organise and advertise a highly effective Schools Holiday Sports Camp Programme
- ❖ To deliver a clear business plan that develops revenue streams within the PE and Sport department
- ❖ To lead on raising the profile and organisation of school sport at break and lunch times
- ❖ To assist in the administration of the Duke of Edinburgh Award Scheme

Main Duties and Responsibilities:

Management of The Zone (Strength and Conditioning Suite) and Lettings

- ❖ To produce and deliver a programme in line with Key Performance Indicators, increasing the use of sports facilities by third parties and the local community.
- ❖ To produce a detailed schedule and pricing policy for all external Activity Sessions.
- ❖ Plan internal coaching sessions in accordance with department and whole school priorities.
- ❖ Ensure all sessions are stimulating and developmental.
- ❖ Take account of students' prior level of attainment and use them to set targets for future improvements.

Management of the Schools Holiday Programme

- ❖ Plan Holiday Camps in accordance with departmental, whole school and Trust priorities.
- ❖ To undertake an appropriate programme of coaching in line with the requirements of the Holiday Lettings Programme.
- ❖ To produce, plan and deliver a well-attended programme in line with Key Performance Indicators.

- ❖ To produce a detailed schedule and pricing policy for all Holiday Clubs, including sourcing funding from relevant government agencies.
- ❖ Ensure all camps are stimulating and accessible to all our students.
- ❖ Liaise with relevant colleagues on the planning of Holiday Camps to ensure high quality delivery.
- ❖ Maintain good discipline by adherence to all advice given to staff.
- ❖ Set high expectations for students' behaviour by establishing a purposeful working atmosphere.
- ❖ Provide a stimulating environment by taking responsibility for the assigned teaching space and all equipment.
- ❖ To ensure effective communication as appropriate with the parents of students, including the collation of emergency details.
- ❖ To liaise with partner schools, higher education, and primary schools to ensure high uptake on all programmes.
- ❖ To ensure all Safeguarding and Health and Safety requirements are met during Sports Camps.

Additional Duties

- ❖ Support the development of sports activities at break and lunch times.
- ❖ Assist in increasing the uptake and completion of the Duke of Edinburgh Award Scheme.

General Responsibilities applicable to all staff

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all pupils.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.
- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none">• Degree in relevant subject• High Level Coaching Qualifications	<ul style="list-style-type: none">• Masters Degree in relevant subject• Expertise in a priority sport (Rugby, Hockey, Football, Netball, Cricket, Athletics, Badminton)• Coaching qualifications in Strength and Conditioning	Application Form / Interview
Experience	<ul style="list-style-type: none">• Experience of leading and developing School Sports Camps• Experience of working in schools	<ul style="list-style-type: none">• Experience of running a profitable sports programme• Experience of coaching in schools• Leadership Experience	Application Form / Interview
Specialist Skills and Knowledge	<ul style="list-style-type: none">• Excellent subject knowledge and an understanding of the Long Term Athlete Development Model• Excellent working knowledge of ICT• High level of oral and written communication skills• Ability to advertise and promote	<ul style="list-style-type: none">• Proven ability to attract student interest in a Sports Programme• Ability to provide a detailed development plan for Sports Enrichment at Penrice Academy	Application Form / Interview

Personal Qualities	<ul style="list-style-type: none"> • A strong commitment to safeguarding children and young people; full awareness and knowledge of current national legislation for safeguarding and child protection • To believe in the importance of team work and a collaborative approach, to be able to contribute effectively to a team and build supportive working relationships with colleagues • Demonstrates a versatile approach to coaching strategies with the ability to impact positively on all students, to enthuse and create a love of learning • A commitment to pastoral care and sensitivity to students' needs • A desire to play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow in this example • A commitment to facilitate extracurricular provision 		Application Form / Interview
Values Related Qualities	<ul style="list-style-type: none"> • Collaborate – ability to work effectively as a team • Empower – ability to take initiative and problem solve in order to improve performance • Leadership – To lead by example and achieve shared goals • Transformation – ability to recognise a need for change and adapt accordingly 		Application Form / Interview



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