



LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



School Sports Coordinator

Job Description & Person Specification

www.celtrust.org



Job Description

Reporting to:	Head of Year 7
Key Contacts:	School Games Organiser (SGO), Teachers, support staff, young people, coaches, community clubs
Location:	Based at Poltair School but there may be a requirement to travel to undertake work at our feeder primary schools
Salary Grade:	G – Actual Salary Range: £20,255 to £25,689 per annum
Hours:	37 hours per week, 52 weeks per year

Core Purpose of Role:

- ❖ To expand the current Bikeability Programme on offer to our local Primary Schools in the Mid Cornwall Area to promote the national initiative of 'Active Travel'. Working with Modeshift Stars to develop Active Travel Plans with Schools.
- ❖ To expand our Time2Move Holiday programme further to reach more young people, with a focus on Free School Meals children, promoting a healthy active lifestyle and links to sustained participation.
- ❖ To work collaboratively with the Mid Cornwall School Games Organiser to deliver a high quality Poltair School Sports Partnership (PSSP) programme covering local and national initiatives.
- ❖ To generate increased use of our facilities through lettings and work with third party providers, to enhance the sporting offer available to the local community, engaging the national Opening School Facilities programme to provide opportunities for those who don't normally participate in extracurricular activities and after school provision.
- ❖ Establish positive working relationships with local community clubs and community provision to increase participation in physical activity and sport in the community.
- ❖ To contribute towards the school's extracurricular programme, offering opportunities to targeted groups.

Main Duties and Responsibilities:

- ❖ Ensure that all schools in the Mid Cornwall Area are offered Bikeability training in a dynamic and professional manner.
- ❖ Promote 'Active Travel' to local schools to encourage students to find alternative ways to travel to and from school safely by using Modeshift Stars to develop Active Travel Plans.
- ❖ Plan and deliver successful Time2Move holiday programmes throughout the year during school holidays.
- ❖ Create links with local community clubs to support with the Time2Move holiday programme.

- ❖ Ensure all holiday programmes are stimulating and accessible to all.
- ❖ Ensure effective communication as appropriate with parents/carers, including the collation of emergency details.
- ❖ Ensure all Safeguarding and Health and Safety requirements are met during Time2Move holiday clubs.
- ❖ Plan and deliver the PSSP programme alongside the local SGO with direct input from the partnership schools on what provision they require.
- ❖ Actively promote Poltair School within the community to sporting clubs to maximise our facility use for young people's physical activity and sport.
- ❖ Manage the lettings process at Poltair School, allowing external providers to book the facilities and ensuring that we are working closely with Active Cornwall and the Opening School Facilities Programme to maximise the benefit for our community.
- ❖ Work closely with the Head of PE to support the organisation and running of fixtures.
- ❖ Participate fully in the extensive extracurricular programme on offer before, during and after school.

Additional Duties

- ❖ Support the development of sports activities at break and lunch times.
- ❖ Assist in administration 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• Level 2 sports qualification	<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 with young people	<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• Driving licence	<ul style="list-style-type: none">• Proven ability to attract student interest in a health and wellbeing programme• Ability to provide a detailed development plan for physical activity enrichment• D1 mini bus driving licence	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 school 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



CORNWALL EDUCATION LEARNING TRUST