**Milton Keynes Council – Role Profile**

Role Title: **Sports Co-ordinator**

Service Group: **Children and Families**

Accountable to: **Deputy Headteacher**

JE Ref: **JE0718**

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**

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| 1 | Raise standards of pupil achievement in physical skills, fitness and health awareness   * Via tight pupil tracking, show an increased trend in pupil attainment and progress in physical skills, fitness and health over a given period of time. * Accountable for establishing a secure baseline for each individual from which to measure attainment and progress. * Liaise with SSCo for support. Attend SSCo and P.E. Coordinator meetings as required. |
| 2 | Design and deliver specific programmes of physical activity to engage all pupils in their own personal development   * Accountable for all programmes of physical activity from the design to the end point delivery in lessons. * Accountable for all planning (long/medium and short term) and distribution of this planning to other staff, ensuring full National Curriculum coverage. Link this planning to SSCo. * Accountable for the measurement of engagement of all groups of pupils in their own personal development. * Accountable for the design, delivery and monitoring of PE lessons by other staff members at different points in the school day. |
| 3 | Encourage all children to engage in regular physical activity, to co-operate with others and to develop an enthusiasm for PE and games   * Be the leading figure to champion all areas of P.E. across the school. * Ensure all groups of pupils and staff are enthusiastic about P.E./games. * Write articles for the school Newsletter to inform/ celebrate/ enthuse parents and other stakeholders. * Regularly update sports displays/notice boards with attractive, well presented information/displays that are relevant and meaningful to the pupils. |
| 4 | Assess, record and report on development, progress and attainment   * Accountable for the full assessment and tracking procedure in P.E./games linked to the National Curriculum/ Target Tracker. * Accountable for all record keeping relating to development, progress and attainment in P.E./games including training/monitoring the record keeping of other staff who teach P.E./games. * Accountable for entering P.E. comments in all pupil reports. |
| 5 | Ensure inclusion of all pupils in appropriate sports, games and other activities   * Accountable for ensuring all groups of pupils are included in appropriate sports, games and other activities. * Liaise with the SENDCo as required to ensure all pupils, including those with identified medical/special needs, are catered for well at GJS. * Actively engage parents/carers in their child’s P.E./games. |
| 6 | Supervise colleagues, volunteers and others in the delivery of particular sporting activities   * Accountable for all colleagues, volunteers and others in delivery of all sporting activity throughout the school day and beyond (competitions/ events). * Arrange appropriate staff/ adult attendance at events where Sports Coordinator is unavailable. * Accountable for design and delivery of a ‘Sports Day’ event. |
| 7 | Escort and supervise pupils on out of school activities   * As and when required, escort and supervise pupils on out of school P.E./sport/games/events/competitions. If you are unable to attend, be accountable for all arrangements for the safe and successful undertaking of the activity/event/competition. This includes:   + Accountability for all risk assessments.   + Accountability for all travel arrangements.   + Accountability for all letters/permissions/health and safety considerations.   + Accountability for the organisation of staff and volunteers/parents.   + Accountability for all organisational elements to ensure successful and safe participation. * Liaise with the SSCo/Radcliffe School to book events/competitions and ensure a good spread and number are completed throughout the school year. |
| 8 | Manage the school’s PE resources including the purchase and maintenance of equipment   * Accountable for all P.E. resources at GLPS. This includes a firm understanding of stock levels, purchase requests, maintenance schedules and legal requirements (including liaison with the Site Manager/Business Manager). * Accountable for the health and safety aspect of all P.E./games 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**

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| --- | --- | --- | --- | --- | --- | --- |
| **Skills and Knowledge** | | | **Level** | | | **Assess by;** |
| ***A****ttainable* | *Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time* |  | |  | ***A*** | ***A***  *Application*  ***I***  *Interview*  ***T***  *Testing*  ***R***  *Reference* |
| ***D****esirable* | *Applications will be preferred from candidates with the denoted qualifications or experience* |  | | ***D*** |  |
| ***E****ssential* | *Applicants without the denoted qualifications or experience will not be considered for this role* | ***E*** | |  |
| **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;** |
| ***A****wareness* | *Demonstrable aptitude and ability to develop in the particular work area* |  | |  | ***A*** | ***A***  *Application*  ***I***  *Interview*  ***T***  *Testing*  ***R***  *Reference* |
| ***S****ignificant* | *Clear competence in the work element sufficient for all role requirements* |  | | ***S*** |
| ***E****xtensive* | *Sufficient expertise in the work element to lead and mentor others, and influence policy and practice* | ***E*** | |  |
| **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** |