

JOB DESCRIPTION

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School: The London Nautical School

SECTION A:

Job Title:	School Games Organiser
Grade: Insert Existing/Expected grade	Unqualified Teacher Scale
Reporting to:	Director / Head of PE

SECTION B: Responsible for:
Staff Supervised

None

SECTION C: PURPOSE OF POST

- To ensure a successful School Games event by engaging and involving local schools.
- To increase the number of young people participating in schools' competitions at inter school level (Level 2) and progression to Level 3 (equivalent to County level).
- To increase participation in the least active young people.
- To develop progression and pathways into club and community sport for young people.

SECTION D: Main duties and Responsibilities/Functional Links

Job Description SGO

- To organise as many schools as possible to take part in School Games in allocated area and then develop their involvement and engagement in the competition.
- To work with School Games local organising committees to ensure that clear links are in place to enable young people to progress between Levels 1, 2 and 3.

- To provide support to primary schools and enable Primary Link teachers to share good practice across PE and school sport within schools, and facilitate liaison between primary, special and secondary headteachers.
- To manage the development of a cultural component to the School Games.
- To manage the development of the workforce, including continuing professional development, of teachers, support staff, parents, volunteers and particularly young leaders and ambassadors, required to activate the School Games at all levels.
- To organise and develop any network of community sports clubs in secondary schools and develop the network to primary schools, building opportunities for these young people to progress into Levels 1 and 2 of the School Games.
- To develop a local workforce of coaches/leaders in schools to identify the least active young people and engage them in appropriate activity (possibly using gifted and talented students to inspire and assist).
- To organise access to specialist coaches, training and equipment to assist schools (and particularly primary/special schools) in delivering a range of lunchtime and after school programmes.
- To establish the provision of both inclusive and targeted opportunities for young disabled people to access the school games, including the staging of specific Paralympics-themed local events.
- To enable young people to access quality coaching, progress to higher level competition and move into clubs by working closely with County Sports Partnerships (CSP) and National Governing Bodies (NGB) of sport, including aligning with NGB competition calendars and implementing NGB priority competition formats in as many schools as possible.
- To ensure quality assurance and local impact measurement mechanisms.
- To identify and attract additional sources of funding to support PE and school sport.
- To support the activities and delivery of PE at London Nautical school

Organisation

The post holder:

- Will not have regular formal supervisory responsibility for staff but provides support and guidance to Secondary and Primary School teachers.
- Will be expected to apply specialist skills and knowledge to develop the structure and format of the School Games, including detailed event planning and delivery and to maximise the participation of young people in a range of events that contribute to the School Games ranging from Level 1 to Level 3.
- Will have regular interaction with the Heads of PE, and primary school teachers in designated competition area and also have contact with young leaders, coaches and volunteers for specific games/competitions, and liaison with National Governing Bodies to improve pathways into sport for students and young people.
- Will be expected to make operational and organisational decisions in relation to sporting competitions and other initiatives.
- Will be accountable for the correct use and security of physical resources and equipment, such as sports equipment.
- Work is undertaken in a variety of environments depending upon the schedule. Competition planning is primarily office based but running competitions involves some manual handling, walking and standing both in the open air and sporting arenas.
- The postholder will need knowledge and experience of school sport, education, local authority and national infrastructure to be successful.

General

To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

To fully participate in school life and attend staff meeting, undertake training and INSET and participate in parents evening and school events

Data Protection

It is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the General Data protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.

Equal Opportunities

To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety

- Employees are required to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come into contact, such as members of the public, in premises or sites controlled by the school.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

Safeguarding

To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority

Policies

The post holder is expected to be familiar with and follow the current suit of school policies including but not restricted to : Health & Safety, Safeguarding, KCSIE, Staff code of conduct and capability and disciplinary and where applicable Probation Policies.

Functional Links

SECTION E: Other relevant matters

None

SECTION F: Signatures – Job Description discussed and agreed

Signature of Post holder	
Date	
Signature of Supervisor (Line Manager)	
Date	

PERSON SPECIFICATION

School: The London Nautical School
Job Title: School Games Organiser/PE Instructor
Directorate: Children & Young People's Service
Grade: Unqualified Teacher Scale

		Shortlisting Criteria
Key Knowledge	<ul style="list-style-type: none"> ● Knowledge of the School Games programme and other national strategies for sport. 	Essential
	<ul style="list-style-type: none"> ● Experience of planning and delivering successful events. 	Essential
	<ul style="list-style-type: none"> ● Knowledge and understanding of safeguarding with respect to children and young people. 	Essential
	<ul style="list-style-type: none"> ● Knowledge of funding streams available for sport. 	Essential
Relevant Experience	<ul style="list-style-type: none"> ● Experience of working within a physical education or sports development arena. 	Desirable
	<ul style="list-style-type: none"> ● Experience and knowledge of sports leadership and volunteering programmes. 	Desirable
	<ul style="list-style-type: none"> ● Knowledge of health and safety within sport. 	Desirable
	<ul style="list-style-type: none"> ● Experience of working with local community clubs and organisations. 	Desirable
	<ul style="list-style-type: none"> ● Ability to drive the school mini bus 	
Qualifications/ Training	<ul style="list-style-type: none"> ● Full clean driving licence. 	Essential
	<ul style="list-style-type: none"> ● A degree of HND in a sport related subject. 	Desirable
	<ul style="list-style-type: none"> ● Governing Body of Sport Coaching Award(s) and other appropriate training 	Desirable
Key Competencies	<ul style="list-style-type: none"> ● Ability to work independently or as part of a team. 	Essential
	<ul style="list-style-type: none"> ● Ability to communicate effectively with a wide range of audiences and sectors. 	Essential
	<ul style="list-style-type: none"> ● Ability to develop positive working relationships with a variety of people and sectors. 	Essential
	<ul style="list-style-type: none"> ● Be able to plan, manage and regulate own workload. 	Essential
	<ul style="list-style-type: none"> ● Excellent ICT and administration skills. 	Essential
	<ul style="list-style-type: none"> ● Enthusiasm and a passion for sport. 	Essential
	<ul style="list-style-type: none"> ● Reliability, integrity and flexibility. 	Essential
	<ul style="list-style-type: none"> ● Approachable, committed, organised and resourceful. 	Essential
	<ul style="list-style-type: none"> ● Ability to manage own time effectively. 	Essential
	<ul style="list-style-type: none"> ● Understanding and commitment to working in partnership. 	Desirable
	<ul style="list-style-type: none"> ● Ability to effectively monitor and evaluate the impact of their work. 	Desirable
	<ul style="list-style-type: none"> ● A positive attitude towards their own professional development. 	Desirable
	<ul style="list-style-type: none"> ● Be creative in their problem solving and be willing to be flexible enough to try new approaches. 	Desirable