

Job description: Sports Development Officer

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| Location | St Mark's Academy, Acacia Road, Mitcham, CR4 1SF |
| Contract term | Permanent |
| Full time/term time | 35 hours, 39 weeks per year (TTO) |
| Pay range | Spine Point 5-6 (£29,434 - £29,855 FTE) |
| Reporting to | Head of Department |

Job purpose

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to drive participation and engagement in sporting activities throughout the academy.

Main duties and responsibilities

Support for Pupils

- Provide individual mentoring to targeted students.
- To run specific interventions to raise attainment of key groups in PE.
- To increase participation of students, in a diverse range of sporting activities, for both engaged and non-engaged students.
- To support and increase the uptake of PE at KS4.
- To identify and delivery programmes that increase the participation and engagement of girls in PE and sporting activities.
- To run dynamic and diverse enrichment activities, before and after school and during lunch times.
- To assist in the training and preparation of school teams for performance in a range of fixtures
- To support with supervision of local / regional competitions hosted at St Mark's
- To develop school sports leaders through training and development and identifying opportunities to utilise them within the calendar of activities throughout the year.
- To act as a role model to students, in line with the staff code of conduct.
- Attendance and supervision on school trips and visits.

Support for Staff

- Support with managing equipment and uniforms.
- Providing feedback on student performance.
- Support with preparation and set up of lesson resources.
- Support with administrative tasks and recording of data.
- Be responsible for keeping and updating records as agreed with the teacher, SENCO and/or Head of EAL - contributing to reviews of systems/records as requested
- Undertake marking of pupils' work and accurately record achievement/progress

Supervision of Students

- To ensure the safety and wellbeing of the pupils at your designated duty area.
- Undertake supervision duties as allocated, which may take place before, during and after school including break and lunchtime.
- Supervise pupils, either inside or outside of the school building, being especially vigilant as to the health, safety and security of the pupils within their care, and in accordance with the Behaviour Policy.
- Ensure good behaviour and safe conduct of pupils by maintaining good order and discipline, dealing as appropriate (including restraint) with all incidents of disorder that any disruption is minimised.

Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which support equal opportunities for all
- Comply with health and safety policies and procedures at all times and undertake risk assessments as appropriate.
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code & Staff Code of Conduct.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: Sports Development Officer

| Qualifications and training <i>Evidenced through: Application</i> | Essential | Desirable |
|---|------------------|------------------|
| Good literacy and numeracy skills | ✓ | |
| 5 or more good GCSEs | ✓ | |
| Sports related qualification (Level 3 or above) | ✓ | |

| Experience/employment record <i>Evidenced through: Application/Interview/References</i> | Essential | Desirable |
|---|------------------|------------------|
| Training in the relevant strategies for delivering sports activities | ✓ | |
| Excellent communication skills | ✓ | |
| Ability to effectively manage student behaviour in accordance with Academy's behaviour management policy and procedure | ✓ | |
| Confident user of Microsoft Office Packages (Outlook, Excel, Word, etc) | ✓ | |
| An understanding of how enrichment programme can support students' holistic educational development | ✓ | |
| An understanding of the individual needs of all students, including those with SEND, to support an adaptive teaching approach | ✓ | |
| Experience of working with students in a formal setting without immediate supervision | | ✓ |
| Knowledge of Child Protection and Health & Safety | | ✓ |

| Personal qualities <i>Evidenced through: Application/Interview/References</i> | Essential | Desirable |
|---|------------------|------------------|
| Ability to empathise and be positive with children and young people | ✓ | |
| Good interpersonal skills | ✓ | |

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| Ability to work effectively as part of a team and to form positive professional relationships with colleagues | ✓ | |
| Ability to work under pressure and to demonstrate initiative and resilience to adapt and respond to changing circumstances | ✓ | |
| An influential practitioner, committed to enhancing the sports enrichment profile and student uptake and at the academy | ✓ | |

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