

CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
C1111	Sports Recreation Assistant	Grade 3	NJC 315	April 2008

Statement of Purpose

Under the direction of a Senior Manager, to assist in the development and delivery of approved programmes of activity which reflect the needs of users and encourage usage of the facilities.

Support to Organisation

- To coach certain activities at the Centres as required and for which the post holder is qualified.
- To ensure high standards of Health and Safety.

Administration Support

- To assist in the preparation of Holiday Coaching/Activity sessions in conjunction with appropriate staff.
- To assist with general promotions within the Department.
- To comply with procedures and policies to ensure the effective and efficient management of the centre.

Support to School (This list is not exhaustive and should reflect the ethos of the school):

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- 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.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

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Person Specification Sports Recreation Assistant Level 2

Essential Criteria	Measured By
Experience <ul style="list-style-type: none"> Delivering coaching lessons to young people. 	AF/I
Qualifications/Training <ul style="list-style-type: none"> NVQ 1 in Sport and Recreation or equivalent qualification or experience in relevant discipline. 	I
Knowledge/Skills <ul style="list-style-type: none"> Ability to work constructively as part of a team. Ability to relate well to children and to adults. Good organising and prioritising skills. 	AF/I
Behavioural Attributes <ul style="list-style-type: none"> Customer focused. Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. Open, honest and an active listener. Takes responsibility and accountability. Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. Is committed to the provision and improvement of quality service provision. Is adaptable to change/embraces and welcomes change. Acts with pace and urgency being energetic, enthusiastic and decisive. Communicates effectively. Has the ability to learn from experiences and challenges. Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	AF/I

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AF - Application form | - Interview

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***