

RIDGEWAY ACADEMY - JOB DESCRIPTION

SCHOOL GAMES ORGANISER & SCHOOL SPORTS CO-ORDINATOR



Pay scale:	H4 SCP 6 – 9 (£25,989 - £27,254)
Hours:	SGO 2 days per week (14.8 hours) SSCO 3 days per week (22.2 hours)
Weeks:	Term time only
Actual salary:	SGO £13,038.86 (fixed term until 31 December 2026 based on funding) SSCO £8,692.57 (fixed term until 31 March 2027 based on funding)

Main purpose of job:

The role of the SGO is to support all schools in the local area by promoting the importance of physical activity and coordinating appropriate competitive opportunities to be enjoyed by all young people across Key Stages 2-4. In addition, the SGO will recruit, train and deploy suitable workforce and support the development of club opportunities for all young people. The postholder will work with national guidance from Sport England and the Youth Sport Trust and within a local partnership of School Games Organisers, the Active Partnership and wider stakeholders.

Main areas of responsibility:

Driving participation in School Games by:

- Increasing the number of state [and independent] schools participating in the School Games (all schools are eligible to be part of the School Games).
- To maintain school engagement and support schools to continue to prioritise and deliver 60 active minutes for every child thus providing opportunities for young people to improve their physical, emotional and social wellbeing.
- To ensure physical activity and competition provision supports young people's wider development including their ability to re-socialise and supports their psychological and physiological fitness.
- To identify and have ongoing provision that targets young people for who physical activity levels have been most negatively impacted by COVID-19 (those particularly from low socio-economic areas, BAME, SEND and Girls).
- To have a continued focus on secondary school engagement – with a focus on supporting those young people who have just transitioned into Year 7/8.
- To ensure that the local offer provides opportunities for young people to take on leadership and volunteering roles.
- Promote ways in which the School Games and competitive sport can contribute to school priorities and support the aspirations and achievements of young people in local schools.

Developing competitive opportunities by:

- Working with other School Games Organisers (SGOs) and the Local Organising Committee to ensure a structured and progressive competition calendar is published, that meets the needs of all young people across the SGO cluster of schools, and increases the number of competitive sport fixtures.
- Ensuring the local competition calendar is aligned to club pathways and competition priority formats as defined by the NGBs.
- Ensuring the provision of inclusive and targeted opportunities for young disabled people to access competition through the School Games (and we recommended SGOs work with the Project Ability School in their county to do this).
- Ensure local offer provides opportunities for young people to take on leadership and volunteering roles

Clubs – increasing and sustaining participation by:

- Sustaining young peoples' commitment to an active lifestyle by ensuring all School Games activity at level 1 and level 2 links to a wide range of club and community sport opportunities.
- Sustaining, developing and growing the network of Change 4 Life clubs in both primary and secondary schools.

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- Ensuring the progression of young people from Change 4 Life into the School Games at levels 1-2.

Workforce – broadening the range of participation opportunities by:

- Recruit, train and deploy suitable workforce required to activate the School Games at all levels locally:
 - Teachers
 - Non-teaching staff
 - Parents
 - Volunteers (working with and through the CSP)
 - Young leaders (including young coaches, young officials, and young team managers)
- Providing access to specialist coaches, training and equipment to assist schools (particularly primary/special schools) in delivering a range of lunchtime and after school programmes.

Establishing key performance indicators by:

- The postholder will be expected to manage the budget allocated to the Primary Sports Partnership and the SGO
- The postholder will be expected to set local targets and report progress against these on a termly basis.

Managing and Co-ordinating the sports partnership:

- To provide, signpost and promote specific training in response to individual school requests, or if required a cluster of schools
- Run three PE co-ordinator days across the partnership per year to include preparation and planning for school games, sharing good practice, co-ordination and feedback from events and sport specific inset
- Work in collaboration with the other SSCOs in the Welwyn Hatfield area to support the delivery of competitions within the School Games network and deliver the SSCO programme
- Attend team meetings with PE specialists to plan and feedback

Events and festivals:

- The planning, organisation and delivery of all Herts School Games competitions from level 1 to level 3 and any others e.g. Fun Runs, Rounder's, Bisi Badminton, Boccia, plus those events organised by sports leaders from the secondary school
- The supply of certificates, medals etc. for each event
- Venue hire where applicable
- The development of intra sport within the primary schools

Playground leaders:

- Training in Year 5 Playground Leadership and then help and guidance in the playground at lunch time in Year 6; Assemblies to recognise the leaders and present certificates; Opportunities for the young leaders to lead younger children for different activities

Character Education

- "At Ridgeway Academy we are committed to the delivery of Character Education, encouraging all teaching staff to model, teach and actively promote our school Values of Respect, Responsibility and Relationships.
- Explicit Teaching: Design and deliver lessons targeted at developing a deeper understanding of our 'Values in Action'
- Implicit Modelling: Create an inclusive classroom ethos where our 'Values in Action' are consistently modelled and promoted through every student interaction
- Promoting Positive Behaviours: Use rewards to promote positive behaviours and implement restorative practices to resolve disagreements respectfully.

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- Student Engagement: Actively seek to create opportunities for students to develop positive character traits both within and outside of the classroom "

Person Specification:

- Sufficient literacy and numeracy to undertake the tasks and duties of the role
- Interest and understanding of school sport
- Good interpersonal and leadership skills
- Excellent organisational skills, including the ability to prioritise and allocate work
- A flexible and adaptable approach to working in a very busy environment
- Excellent IT skills including working knowledge of Word, Excel and Bromcom student database
- Ability to work with minimal supervision under pressure and as part of a team
- First Aid qualification or willingness to train
- The ability to maintain confidentiality
- Occasional working outside of normal schools may be required

Additional Information

This is a key role within the school which is likely to involve access to highly confidential information and will require working with students across the school as required.

All staff are expected to comply with the school's safeguarding policy.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Signed (member of staff)	Signed (Headteacher)
Date	Date