

JOB DESCRIPTION

Post Title: Community Sports Development Officer		Director/Service/Sector: Schools		Office Use	
Grade: Band 5		Workplace: Astley Community High School		JE ref: S764	
Responsible to: Business Manager		Date: September 2014	Manager Level:		
Job Purpose: Working with a range of organisations to develop and promote sports programmes and opportunities throughout Seaton Valley.					
Resources		Staff	None.		
		Finance	Handling of enrolment forms and cash/cheque payments		
		Physical	School and community sporting facilities and equipment		
		Clients	Learners, parents, school staff and local community.		
Duties and key result areas:					
<ol style="list-style-type: none"> 1. To lead the development of community sports on behalf of the school within the Seaton Valley area. 2. To establish partnerships and networks with local schools, youth providers and community organisations to develop sport and increase participation. 3. To contribute to the promotion of Astley Community High School as a key centre for sports facilities and develop the use of the school's sporting facilities. 4. To initiate, plan and evaluate a programme of events including tournaments. 5. To contribute to the business development plan for community sports provision at Astley Community High School site, particularly regarding own specialist sport(s), and pursue external funding opportunities in liaison with partner organisations such as the Astley Community Activity and Sporting Centre charity. 6. To prepare course descriptions and course outlines. 7. To provide information and advice to learners and enrol them on to courses ensuring payments are made to administrative staff. 8. To teach groups of learners and carry out the associated preparation. 9. To support learners through the learning process and associated learning activities. 10. To maintain records including learner records, progress reviews and those associated with attendance, withdrawals and learner support. 11. To attend team meetings and other appropriate meetings as required. 12. To contribute to quality assurance processes and monitor and evaluate the effectiveness of the community football programme. 13. To ensure the maintenance of safe working practices and environments for all staff and learners in accordance with School and County Council policies and relevant legislation. 					

14. To be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.
15. To be committed to equal opportunities and to comply with the School's and equality policies.
16. To participate in appraisal processes and continuing professional development opportunities.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	None
Working patterns:	Usually daytime, some evening work may be required.
Working conditions:	Combination of indoors when office-based and outdoors/sports hall when coaching.

PERSON SPECIFICATION

Post Title: Community Sports Development Officer		Director/Service/Sector: Astley Community High School	Ref: S764
Essential	Desirable		Assess by
Knowledge and Qualifications			
<ul style="list-style-type: none"> Formal accredited sports coaching qualification, at least Level 2 Certificate in Coaching Certificate in Education and Training or equivalent teaching qualification (QCF Level 4), formerly Certificate in Teaching in the Lifelong Learning Sector (CTLLS) Knowledge of the national sport development structures and strategies Relevant and up-to-date knowledge to plan, prepare, deliver and evaluate safe and effective sessions for learners Understanding of health and safety within context of area of work and principles of risk assessment 	<ul style="list-style-type: none"> Further accredited football coaching qualification e.g. Level 3 Certificate in Coaching Evidence of further CPD 		A, I
Experience			
<ul style="list-style-type: none"> Significant experience of developing sport provision in the community Experience of initiating, planning and evaluating events and programmes Experience of planning and delivering sports sessions to adults or children, as relevant Experience of supporting learners including those with special educational needs or disabilities Experience of collaborative working within a team 	<ul style="list-style-type: none"> Experience of using learning technologies 		A, R, I
Skills and competencies			
<ul style="list-style-type: none"> Ability to develop effective networks at local, regional and national level Ability to contribute specialist input into business development plans Effective coaching strategies to improve understanding and skills levels Able to develop effective relationships and motivate groups of learners Good oral and written skills Effective planning skills to deliver programmes of up to one year's duration Able to update IT records and systems. Ability to work to deadlines Ability to work with minimal supervision, often out-of-hours 	<ul style="list-style-type: none"> Effective business management skills including awareness of budget setting and monitoring within a school environment 		A, R, I, P
Physical, mental and emotional demands			

<ul style="list-style-type: none"> • Physical capacity to lead sessions with learners and demonstrate technique, safe practices etc requiring both precision and speed • Able to maintain sustained physical effort and attention on learner groups for continuous periods of up to two hours • Able to move, erect and dismantle equipment and resources 		I
Other		
<ul style="list-style-type: none"> • If work involves regulated activity, satisfactory check of the Children's and/or Adult's Barred List • Criminal records history that is judged to be satisfactory considering the nature of the role. • Committed to safeguarding and promoting the welfare of children and young people and vulnerable adults • Committed to equal opportunities and diversity within the learning environment • Committed to health and safety 		I

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits