



David Ross Education Trust  
Broadening Horizons

# Sports Enrichment Officer



# Job Description

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**Job Title:** Sports Enrichment Officer (SEO)

**DRET Purpose:** As a DRET Sports Enrichment Officer (SEO) you will support the school in delivering the Trust's sports enrichment agenda and their sports plan. Alongside PE staff you will help create, promote and deliver the sports offering and encourage and enthuse our students to take part.

The role will also work closely with the Head of PE to ensure all enrichment opportunities are promoted, delivered, reported, and organised to a high standard throughout the school.

Candidates must have a passion for sport and will ideally be seeking experience in the education, coaching, sports development, events sector or be considering a PGCE. Individuals will need to be energetic, organised and inspiring, as well as outcome driven with a desire to make a difference and strive for excellence.

**Reporting to:** Shane Ward, Head of Sport Enrichment

## Key Responsibilities

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### Clubs and Coaching

- Build relationships with local partners and identify opportunities for joint working. Reach out to community clubs and help establish partnerships and relationships that provide high quality coaching in/out of curriculum.
- Deliver school clubs in a variety of sports, ensuring they are beneficial and engaging.
- Organise external coaches and organisations to lead after school clubs and sessions.
- Produce and publicise the school's written programme of co-curricular clubs.
- Regularly remind students of clubs, matches and events and help organise teams ready for competitions, communicating effectively to parents and any relevant staff.
- Plan, organise and deliver Trust wide, and school specific initiatives.

### Competition

- Work creatively with the Head of PE and PE department to plan and organise internal and external competitive opportunities for the School. Support the delivery of festivals, competitions and summer schools for School pupils, and feeder school pupils.
- Support house competitions, feeding back results, reports and photographs to the Trust's Sports Enrichment Manager.
- Assist in planning and delivery of Trust wide competitions, initiatives and events, including the Summer Cup and Winter Cup; the talent programme and DRET All Stars. Preparing your team and helping run the event on the day.

### Talent

- Help to identify and support talented individuals and shape pathways and opportunities for them to participate, compete and excel in elite sport.
- Maintain a talent register and support the various DRET talent initiatives within your school.
- Promote selection for cross - school teams and look to maximise selection from your school. Support DRET in delivering the programme. Highlight the achievements of the 'All-Stars' at your school.

### Inspiration and Motivation

- Be a champion for Sports Enrichment within the school – constantly promote and market sporting opportunities to students through traditional and social media channels.
- Help the SLT to recognise and reward sporting success and ensure the sporting achievements of the school and its students are well publicised – including assemblies, certificates newsletters, awards and DRET publications. Ensure the school website is regularly updated with sporting news, results and information.
- Work with local press to secure PR for key individuals and successful teams, along with other successes throughout the school.
- Ensure sports participation and success is captured in reporting, photography and video and showcased across the school. Engage other departments in cross-curricular opportunities.
- Work with partners to identify sports opportunities available to students (e.g. match tickets or events). Plan and help deliver sporting trips and tours to inspire sports participation and excellence.

### Other

- In collaboration with Head of PE and any relevant specialist coaches, develop an individual School action plan to deliver the Trust's Sports Enrichment Strategy.
- Support the Head of PE in delivering the school's action plan - increasing sports participation and sporting competitiveness at the school and work to leverage other funding opportunities.
- Collect and collate evidence from the school that will contribute to the monitoring and evaluation of the Sports Enrichment Programme
- Approach potential sponsors in order to raise additional funds to support sport at the school.
- Ensure attendance at fixtures, trips and events is organised and planned well ahead of time, ensuring the school, parents and pupils are all aware
- Support termly written reporting of progress and outcomes to the Sports Enrichment Manager .

- Support feeder and other DRET primaries in delivering quality sport and PE opportunities, sharing resources, guidance and ideas.
- Plan, request, track and report on dedicated sports enrichment budget.

### **Special Conditions and considerations**

It will be necessary to work outside normal office hours including some work in the evenings and at times during the weekend, with 5 days of work annually undertaken within school holidays and negotiated at the time.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description.

## **Person Specification**

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### **Qualifications and Professional Development**

#### **Essential**

- Passion for sport
- Ability to plan, organise and deliver successful programmes, events and initiatives
- Keen to work hard to offer first class opportunities to our pupils and beyond
- Well organised and able to manage own time and workload

#### **Desirable**

- Coaching qualifications such as, but not being exclusive to hockey, athletics, netball, football, cricket and rugby
- Evidence of a graduate with a good level degree combined with a sporting background
- Holder of a current First Aid qualification, or willingness to undertake training

### **Knowledge, Skills, Competencies and Experience**

#### **Essential**

- Positive role model, demonstrating self-motivation and mature interpersonal skills.
- Ability to develop and maintain a warm, respectful and valued rapport with young people.
- Effective communication skills (verbal and written) including presentations.
- Able to use your own initiative to drive participation and develop new methods and ideas.
- High personal and professional standards, including recognition of the confidentiality issues impacting upon work in a school (e.g. access to sensitive pupil medical or family information).
- Awareness of safeguarding legislation and issues and full commitment to safeguarding practice.
- Willingness to travel between academies and a flexible approach to duties undertaken and extra-curricular involvement.
- Ability to communicate with pupils, parents, staff and other members of the Trust
- Enthusiastic and energetic approach, with a can-do attitude.
- Flexible approach to duties undertaken, sports taught and working hours
- Ability to deliver and manage sessions with large numbers of students

#### **Desirable**

- Experience of working with children/young people in an academic or competitive sporting environment.

All duties and responsibilities to be carried out in accordance with the Trust's mission statement, policies, current practice and your duty of care for the students' well-being and safety. The post holder must not do anything to bring the name or ethos of the Trust into disrepute and must: ensure absolute confidentiality in all matters relating to the students, staff and Trust business, without exception; and be aware of and comply with policies and procedures relating to child protection, Health and Safety, security and confidentiality. Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview. Furthermore, applicants are required to inform the School of any such convictions throughout their period of employment.

The performance of all duties and responsibilities within this job description will be under the reasonable direction of the Chief Executive Officer for the David Ross Educational Trust and other Senior Managers as appropriate. It will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

Applicants should note that David Ross Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be required to undertake an Enhanced Criminal Records Bureau check.

Conditions of Services are to be governed by the David Ross Educational Trust and supplemented by local conditions as agreed by the Governors at the School of where work is undertaken.

Support the Trust and Strategic Leadership Team in creating a culture for sporting excellence, high standards of achievement and personal success for all the students.