

**Part A - Grade & Structure Information**

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| **Job Family Code** | **8CLES** | **Role Title** | **Sports and Extended Services Lead** |
| **Grade** | **P8** | **Reports to (role title)** | **Headteacher** |
| **JE Band** | **269-313** | **School** | **West Hill School**  **The Howard Partnership Trust** |
| **Date Role Profile created** | **May 2021** |
| **Part B - Job Family Description**  The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. THPT reserves the right to review and amend the job families on a regular basis. | | | |
| Term time plus 5 weeks, 8.15-5.00pm (minus ½ an hour unpaid lunch) = 41.25 hrs per week x 44  Fixed term contract with annual consideration linked to grant funding | | | |
| **Role Purpose**  including key outputs | | The purpose of this role is to provide a whole school approach to the provision of PE and sport related activities in school, after school and in the school holidays. The scope of this role would include:   * Managing and leading on the school club offer (in school and after school) in both term time and holiday periods * Organisation and delivery of swimming teaching * The delivery of a PE and activity curriculum to identified groups across the schools * Involvement in wider school initiatives e.g. Active Schools / Healthy Schools and in focused development in line with the school improvement plan   To ensure effectiveness for all the post holder will liaise across a range of stakeholders including: pupils; parents; staff; partner organisations and agencies. They will ensure that the quality of offer is high and meets the school’s expectations in terms of delivery. They will also take an active part in the wider sport associations linked to special schools.  There will be significant project management to ensure the range of offer meets needs and knowledge of the breadth of the sporting and extended services will ensure that the offer is not narrowed in any way. This oversight could extend to other partner schools within the Trust in an advisory capacity. | |
| **THPT Work Context and Generic Responsibilities** | | Maintain confidentiality in and outside of the workplace.  Be pro-active in matters relating to health and safety and report accidents as required.  Support aims and ethos of the school setting a good example in terms of dress, behaviour, punctuality and behaviour, punctuality and attendance.  Uphold and support the School’s Policies and procedures on the Safeguarding of young people. | |
| **Line management responsibility**  if applicable | | May manage a small team or provide support in other schools within the Trust | |
| **Budget responsibility**  if applicable | | To manage any additional grant funding that is allocated to the schools  To secure charitable funding and grants that become available as appropriate | |
| **Representative Accountabilities** Typical accountabilities in roles at this level in this job family | | **Support delivery**  • Provide a range of specialist services in both PE delivery and swimming to ensure that all pupils receive a high quality offer enabling them to make progress  • Undertake and coordinate projects and reviews in PE, swimming and in extended services to ensure a well-balanced and broad offer that is accessible to the wide range of pupils in the schools  • Provide advice and guidance to others within the Trust with the delivery of inclusive sports  • Maintain high expectations of all to engage in a sporting activity or represent the school in activities during their time in primary  **Planning & Organising**  • Plan and prioritise own work activities for the months ahead, to ensure that the needs of the school are met efficiently and in line with operational needs. Respond effectively to changing demands, adjusting priorities as needed  • Utilise the facilities available and maintain positive links with partners e.g. Therfield and the joint Sports Facility with Fox Grove  • Ensure thorough and comprehensive risk assessments are completed for all on and off site activities  • Develop and plan for the effective delivery of whole school sporting events and cross school as appropriate  **Policy and Compliance**  • Ensure personal and where appropriate team compliance with established protocols, procedures and practices  • Audit and monitor compliance of 3rd parties with organisation requirements e.g. when collaborating with other agencies to deliver on club offers  **Work with others**  • May manage staff, or supervise the work of others, allocating and prioritising work and managing performance to secure efficient service delivery.  • Liaise, communicate and build relationships with other departments, parents, partner organisations and agencies to ensure the highest quality offer is available to all  • Resolve issues/queries independently, recommend alternative solutions if unable to assist, and ensure efficient, day-to-day customer service is delivered. Escalate issues as appropriate.  **Resources**  • To ensure that adequate resourcing is secured, in line with budget allocation to support effective and inclusive delivery to all within the main base school. May be required to maintain specialist equipment, systems and software.  • Provide recommendations to other partner schools on resourcing  • Secure and maintain the links to access appropriate swimming facilities and make recommendations where required. Ensure appropriate and additional capacity is secured to support effective swimming delivery  • May manage or assist with budget/resource management in accordance with the organisation's policies and procedures.  **Analysis, Reporting & Documentation**  • Provide information to support wider decision making e.g. through impact reports and trends gathered from stake holders  • Collate, store, record and analyse relevant data producing high quality reports, controlling data quality and integrity and recommending actions as appropriate.  **Duties for all**  Values: To uphold the values and behaviours of the organisation.  Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.  Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.  **The Core National Standards for Supporting Teaching & Learning:**  To understand and carry out role in line with agreed standards, expectations & qualifications.  Contribute to and influence children’s learning and personal development.  To have regard to and comply with safeguarding policy and procedures. | |
| **Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics** | | • Educated to ‘A’ level, HND standard, or equivalent or able to evidence ability at an equivalent level.  • Appropriate qualifications to lead the teaching of swimming  • Other training or qualifications linked to inclusive sports delivery and access.  • Knowledge of relevant legislation, practices and policies applicable to specialist areas.  • Ability to undertake technical work relevant to the role  • Excellent written and oral communication skills with the ability to build sound relationships with a range of stakeholders.  • Competent in a range of IT tools.  • Ability to apply specialist knowledge to respond to complex enquires from a range of stakeholders and also day-to-day enquiries from parents / carers regarding their child’s progress and engagement.  • Previous practical experience in a relevant field.  • Ability to manage a range of projects through to completion.  • Effective interpersonal, influencing and negotiation skills.  • Experience of leading a team (where appropriate). | |
| **Details of the specific qualifications and/or experience if required for the role in line**  **with the above description** | | Ability to lead a team  An understanding of the way children learn  Relevant and up to date knowledge of a range of special educational needs and strategies to support them  Personal characteristics:  • Friendly, caring, patient, fair, and consistent  • Calm under pressure and level headed in emergencies  • Enthusiastic with a positive attitude.  The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).  THPT is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. | |
| **Role Summary** | | Roles at this level may manage a straightforward operational activity or small team or provide specialist support services. They have in-depth knowledge of methods, systems and procedures and possess practical understanding in one or more technical disciplines. A thorough knowledge of their own area or discipline is required although overall supervision from a more experienced professional is available. They work collaboratively with parents, staff, partner organisations, agencies and/or contractors and play a major role in maintaining quality standards and/or engaging in project management. | |

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