

Job Description

Job Title	Sports Activities Co-ordinator
Grade	Band 2 (to mid point)
Reports to	PE Coordinator
Liaison with	Teaching staff, support staff, Headteacher, pupils.
Job Purpose	To work in partnership with the PE Coordinator/class teachers to plan, arrange and deliver high quality PE events and activities on and off site.
Principal Accountabilities	<ul style="list-style-type: none"> • Implement planned sporting activities as agreed with the teaching staff, other schools and other local sports partnership groups • Co-ordinate sporting events – arranging fixtures, transport, pitch availability etc • Undertake the role of sports ambassador on behalf of Moulsham Junior School • Working with individuals or small groups of children under the direction of teaching staff
General	<ul style="list-style-type: none"> • To understand and apply school policies in relation to health, safety and welfare • Attend relevant training and take responsibility for own development • Attend relevant school meetings as required • To respect confidentiality at all times • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

Person Specification

Sports Activities Co-Ordinator

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Understanding of multiple sporting activities • Experienced at leading groups of primary children in learning • Effective class and behaviour management skills • Proven techniques to motivate, encourage and support children in sporting activities 	<ul style="list-style-type: none"> • Full experience working across KS2
Qualifications	<ul style="list-style-type: none"> • Good general standard of education (including maths & English) 	<ul style="list-style-type: none"> • Higher level sports/further coaching qualifications • A current first aid certificate
Knowledge & Skills	<ul style="list-style-type: none"> • Knowledge of effective coaching practice • An understanding of the PE curriculum • An ability to differentiate learning to meet the needs of all learners • Ability to inspire confidence and self-belief 	<ul style="list-style-type: none"> • Understanding of child protection policies and procedures
Aptitudes	<ul style="list-style-type: none"> • Work effectively as part of a team • Effective time management • Observant and alert to danger • Use own initiative and work independently within limits of authority • Effective communication skills with adults and children • Highly motivated • Have high expectations of pupils • Ability to adapt quickly and effectively to changing circumstances/situations • Work calmly under pressure • Committed to personal and professional development • Awareness of, and commitment to, equalities issues 	<ul style="list-style-type: none"> • Creative approach to problem solving