

**Extra-Curricular Sports Co-ordinator  
Job Description Person Specification**

| <b>General heading</b>                 | <b>Detail</b>  | <b>Examples</b>   |
|--|--|---|
| <b>Qualifications &amp; Experience</b> | Specific qualifications & experience   | Successful recent experience working with children in a school/early years environment<br>Completion of DCSF induction programme                                  |
|  | Knowledge of relevant policies and procedures                                    | Basic knowledge of First Aid and good understanding of the School   |
|  | Literacy   | Good reading and writing skills   |
|  | Numeracy   | Good numeracy skills  |
|  | Technology   | Good working knowledge of ICT to support learning   |
| <b>Sport specific</b>                  | Have experience in and be confidence to assist in the delivery of various sports | Badminton<br>Football<br>Basketball<br>Athletics<br>Softball<br>Cricket<br>Any other additional sports (year dependant)   |
| <b>Communication</b>                   | Written  | Ability to write detailed reports, letters etc  |
|  | Verbal   | Ability to use clear language to communicate information unambiguously<br>Ability to listen effectively   |
|  | Languages  | Specialist language/communication skills if appropriate   |
|  | Negotiating  | Ability to negotiate effectively with adults and children   |
| <b>Working with children</b>           | Behaviour Management   | Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment. |
|  | SEN  | Successful completion of training to support SEN if appropriate   |
|  | Curriculum   | Detailed understanding of the school curriculum<br>Good working knowledge of specialist curriculum area(s) if appropriate   |
|  | Child Development  | Detailed understanding of child development<br>Ability to assess progress and performance and recommend appropriate strategies to support development             |

|                            |                                 |   |
|----------------------------|---------------------------------|---|
|                            |                                 | Motivate, inspire and have high expectations of pupils  |
|                            | Health & Well being             | Understand and support the importance of physical and emotional wellbeing   |
| <b>Working with others</b> | Working with partners           | Ability to make a proactive contribution to the work of the team supporting children, their families and carers and contribute to group thinking, planning etc. |
|                            | Relationships                   | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults                                |
|                            | Team work                       | Ability to work effectively with a range of adults  |
|                            | Information                     | Contribute to the development and implementation of effective systems to share information  |
| <b>Responsibilities</b>    | Organisational skills           | Good organisational skills<br>Ability to remain calm under pressure<br>To be flexible<br>Follow instructions accurately   |
|                            | Line Management                 | Ability to manage and support the work of others  |
|                            | Time Management                 | Ability to manage own time effectively<br>Ability to adapt quickly and effectively to changing circumstances/situations   |
|                            | Creativity                      | Demonstrate creativity and an ability to resolve problems independently   |
| <b>General</b>             | Equalities                      | Awareness of and promotion of equality  |
|                            | Health & Safety                 | Good understanding of Health & Safety   |
|                            | Child Protection                | Good understanding and effective implementation of child protection procedures  |
|                            | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality   |
|                            | CPD                             | Demonstrate a clear commitment to develop and learn in the role<br>Ability to critically evaluate own performance   |

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