



Liverpool College

The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.

Job Description

Post Title	Co-ordinator of Sports and Cover Supervisor
Salary/Grade	Liverpool College Main Salary Scale Actual Salary range calculated pro-rata, from SCP13 (£26,873) - SCP 20 (30,296) RA5 £6,211 Salary dependent upon experience
Working Time	Term time only. 39.5 hours a week PLUS 6 weeks (equivalent) including weekends as required.
Reporting to	Sixth Form Dean
Liaising with	TES (Technology, Enterprise and Sport) Faculty, Head of Faculty, Teachers and colleagues, Vice Principal Operations
Disclosure level	Enhanced

Summary of the overall purpose of the job

The main roles of the job are to administer and organise the secondary phase sport (competitive and House), sport equipment and facilities, manage the fixtures and transport budget, and to supervise classes throughout the whole College when not involved in sporting duties.

Key responsibilities and objectives of the job

This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment. The main duties and responsibilities of the Coordinator of Sport are as follows (this is not exhaustive):

- Using relevant coaching qualifications, to coach and quality control the coaching of at least one sport to a high level.
- To actively promote all existing sports and plan/introduce new sports suitable for the variety of students in the school.
- To create and maintain a sport calendar to enable all PE staff and coaches to plan ahead with transportation and team information. In addition, to maintain a sport handbook, setting out procedures to support the College mission.
- To schedule the master fixture list, tracking the impact of fixtures on timetabled lessons.

- To implement and plan for the use of sports facilities during the school day and to assign facilities to fixture and LC+ sessions when required.
- To ensure all sporting fixtures have regularly updated Risk Assessments and meet current Health and Safety regulations.
- To provide qualified first aid personnel for fixtures.
- To set-up the facilities for all home sporting fixtures during the week and at the weekend.
- To monitor the upkeep of sport facilities and equipment and report any damage or issues to relevant staff via the HelpDesk reporting system.
- To implement a system of recognition and awards for sportspeople in the secondary phase.
- To implement a clear code of conduct for sport activities including expectations in sportsmanship, behaviour, participation, kit and appearance.
- To organise transportation to fixtures and keep an up-to-date record of cost, ensuring that the overall spend is within budget in consultation with the Sixth Form Dean.
- To support teachers in charge of sports in arranging refereeing for home fixtures in the secondary phase.
- To liaise with the LC Sports Centre Manager.
- To prepare and manage the secondary sport budget, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To ensure that all coaches and teams have appropriate playing facilities and are fit for purpose.
- To act as a positive role model, to promote teamwork and to motivate and inspire staff and volunteers to ensure high quality coaching and sport development in the College.
- To support the leadership and management of the school through the implementation of College policies and procedures, improvement planning, marketing activities and public relations.
- To cover for lessons and registration periods during the week.

Collaboration and Communication

Strategic:

- To take part in appropriate staff meetings and INSET days.
- To meet with the Sixth Form Dean on a weekly basis.

Staffing:

- Working within the school's recruitment framework, recruit and provide effective induction, appraisal and training for coaching staff.
- To organise and minute coaches' meetings, chaired by the Sixth Form Dean, at least every half term.
- As House Competitions Coordinator, in liaison with Assistant Deans and Sixth Form Deans, to provide a broad, balanced, inclusive, relevant, purposeful and planned programme of competitive, non-competitive sport and House sports for all pupils, and demand high standard of achievement in the secondary phase.
- To liaise with the grounds' staff and Head of Maintenance of pitch preparation prior to home fixtures.
- To take part in the College's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in all relevant areas, including subject knowledge.

Communications:

- To implement, deliver and ensure clear and timely communications of the schedule of sport, team information and sporting achievement of the secondary phase to staff, parents and pupils (eg College website, MCAS parent portal).
- To use the Assistant Deans' weekly bulletin to update staff and students of weekly fixtures and House Competitions.
- To use the weekly and daily staff bulletin to inform staff of student participation in sporting fixtures.
- To ensure that the Liverpool College website is kept up to date with latest news on fixtures, results and team information and necessary cover as required.
- To communicate appropriately and effectively with colleagues, parents, and students.
- To provide sports news stories and information for newsletters and the College website.

- To ensure the confidentiality of the communications and records in line with College policy and GDPR requirements.
- Where appropriate, and guided by your line manager, to communicate and co-operate with persons or bodies outside the College.
- To follow agreed College policies and procedures for all communications.

Marketing and Liaison:

- To support the Principal by recognising that your work plays a major part in maintaining the good name of the College and that you can help to enhance its reputation as a leading school.
- To contribute to all College marketing and liaison activities, including Open Days, and other public events.

General Duties

- To follow the guidelines of the staff handbook
- To support the school and its leadership
- To continue personal development as agreed.
- To engage actively in the performance review process.
- To comply with any reasonable request from the Principal to undertake work not specified in this job specification.
- To be courteous to colleagues and parents, and to provide a welcoming environment for all visitors to the College.

All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a diverse and inclusive co-educational 4-19 academy, and to encourage colleagues and pupils to follow this example.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.