**JOB DESCRIPTION**

**Post title: Extended Schools Achievement Leader and Sports Coach**

**Location: Brackensdale Spencer Academy**

**Salary/Pay range: NJC 12-19**

**Hours of work: Full time, Term time only**

**Reporting to: Principal**

**Purpose of Role**

To work with children as part of a team under the overall direction of the Headteacher who will be responsible for the policy and educational programme and for matters of control and discipline within the appropriate Articles of Government.

To deliver and monitor a co-ordinated programme of high-quality curricular and extra-curricular lessons Which are progressive and reflect the needs of young people within the school.

To inspire all pupils, especially the disadvantaged, to achieve success academically and live and lead Active lifestyles. Linking curriculum, community and club provision, the role will provide increased opportunities for children to access extra-curricular activities to support their learning.

To promote the school’s vision and aims in the provision of a safe, stimulating, and high quality.

enviroment, catering for young people’s education and developmental needs.

**The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:**

**Main Duties and Responsibilities**

* To organise, plan and deliver a range of high quality and innovative sport and physical activities to children and young people, in school curriculum time (following the PE National Curriculum) and/or to set programmes of study.
* To deliver engaging lessons which meet the National Curriculum objectives and develop our children into enthusiastic skilled, active learners.
* To deliver a range of OSHL (Out of School Hours Learning), extra-curricular activities including before school, at lunch times, after school and in school holiday periods.
* To produce full and accurate assessments and reports on children and young people’s progress to the required timeframes.
* Develop and inspire young people to live and lead healthy active lifestyles by motivating and encouraging them to participate in sport and activity.
* To encourage young people to interact and work co-operatively with others and engage in all sporting/extra-curricular activities, ensuring all pupils are included and understand the curriculum and class activities.
* To assist and support teachers in delivering high quality coaching and effectively.
* supervise, mentor and direct support staff, volunteers, and apprentices, where appropriate.
* To provide CPD to staff members where appropriate.
* To provide PPA cover.
* To ensure resources and equipment is fully stocked and is fit for purpose.
* Maintain and develop good working relationships with parents/carers and other adults involved with each child.
* To carry out administrative duties as necessary e.g. maintain accurate Attendance Registers, carry out risk assessments etc.
* To assist in collection of management information.
* To develop and maintain effective and positive working relationships with all partners and community organisers, attending meetings with key partners as and when required.
* To build links and forge partnerships with local community establishments, facilities, and services to enhance pupils’ prospects of furthering their skills.
* Maintain up-to-date knowledge of relevant National Governing Body programmes, policies, and practices.
* To be committed to continuous development and attend regular ‘in-house’ and external training to enhance skills as appropriate within the role.
* To implement school Health and Safety policies and procedures in order to ensure a safe, effective, child friendly environment in all lessons and activities.
* To be prepared to occasionally carry out work during evening and/or weekend periods.

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| **General*** Participate in and contribute to staff meetings and INSET.
* Work in a professional manner and with integrity
* Be aware of and comply with all Trust and Academy policies including Health and Safety and Safeguarding.
* To understand your shared responsibility for the health, safety and welfare of all pupils and staff.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role*.*
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* Participate in the Academy Professional Performance Review process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

**These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe**

**required to carry out other duties as required by the Trust.**

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our children and young people. Therefore, we expect everyone to share this commitment. All appointments are subject to satisfactory pre- employment checks, including a satisfactory Enhanced criminal records with Barred List Check through the Disclosure and Barring Service (DBS) and the completion of Level 2 Safeguarding training. It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children.

The Trust and its member academies are committed to promoting equality and diversity in both employment and education provision. We aim to ensure that students, parents,

governors, employees, contractors, partners, clients, and other stakeholders within the Trust community are treated fairly, and with dignity and respect regardless of Protected Characteristics.

**Spencer Academies Trust is a Disability Confident Committed Employer**

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| **Name:** |  |
| **Signature:** |  |
| **Date:**  |  |

# Person Specification

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|  | **Essential**  | **Desirable**  |
| **Qualifications and experience**  |  |  |
| Good standard of education especially with regard to literacy and numeracy skills. Level 2 in English and Maths GSCE, or equivalent  Awareness of appropriate conduct in an educational environment  |     |      |
| **Knowledge and skills**  |  |  |
| Reliability and commitment Able to work calmly under pressure Able to communicate clearly orally and in writing Able to work as part of a team – both under direct supervision and on own initiative **Experience of Sports Coaching and working with young children would be an advantage** Highly motivated and the ability to motivate children Good organisational skills and the ability to work independently, using own initiative, solving problems and finding solutions  |       |       |
| **Personal qualities**  |  |  |
| Work at all times within the framework of agreed school policies Have a flexible approach to work and to enjoy being a member of a team Able to manage own work load effectively and responds swiftly to tight deadlines Good interpersonal skills, with the ability to enthuse and motivate others To show a caring attitude towards pupils, staff and parents/carers Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit Openness and willingness to address and discuss relevant issues To practice equal opportunities in all aspects of the role and around the work place in line with policy To maintain a personal commitment to professional development To contribute to the wider life of the academy Commitment to the highest standards of child protection and safeguarding Recognition of the importance of personal responsibility for health and safety Able to form positive relationships with all children and motivate them to succeed, contributing to a warm, friendly environment Commitment to the Trust’s ethos, aims and whole community. |                      |  |

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