



Person Specification

JOB TITLE:	PE and School Sport Support Officer
DATE:	December 2023
STATUS:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. Good standard of literacy and numeracy.	E	✓			✓
2. NGB Level 2 coaching qualification or specialism in dance.	E	✓			✓
3. First Aid qualification.	D	✓			✓
4. Educated to degree level in relevant subject.	D	✓			✓
5. Additional Level 1 or Level 2 NGB coaching qualification.	D	✓			✓
Experience					
6. Experience of managing and delivering activity programmes and events.	E	✓		✓	
7. Experience of delivering PE; including extra-curricular activities in primary and secondary schools.	E	✓		✓	
8. Experience of planning, delivering and evaluating activity sessions for young people.	E	✓		✓	
9. Experience setting up sports equipment.	E	✓		✓	
10. Experience of providing teacher support in curriculum time or mentoring staff.	D	✓		✓	

Skills and competencies					
11. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓		✓	
12. Flexible and adaptable approach to work with the ability to plan and organise own workload, working with minimal supervision.	E	✓		✓	
13. Ability to deliver high quality physical activity sessions based upon the needs of young people.	E		✓		
14. Self-motivated with the ability to motivate and enthuse teaching staff, young people, other coaches and sports leaders.	E	✓		✓	
15. Ability to work well as a team to deliver sessions.	E	✓		✓	
16. Ability to use own initiative and work with minimal supervision.	E	✓		✓	
17. Ability to remain calm under pressure and make operational decisions.	E		✓	✓	
18. Ability to use ICT to support preparation and delivery.	E	✓		✓	
19. Demonstrate good interpersonal skills with colleagues, contractors and customers.	E		✓	✓	
Other					
20. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓			✓
21. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
22. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E	✓	✓	✓	
23. Able to travel between school locations.	E	✓			✓