



## Job Description

<b>Job Title:</b>		PE and School Sport Officer			
<b>School:</b>		NPSS			
<b>JE Code:</b>	A4352	<b>Evaluation:</b>	450 points	<b>Grade:</b>	N5
<b>Date:</b>	June 2018	<b>Status:</b>	Final		
<b>Job purpose:</b>		To support the management and delivery of Newcastle PE and School Sport brokered services, programmes and interventions to schools and lead on designated projects and programmes.			

### Main responsibilities

1. To support non-specialist teachers in the planning, delivery and assessment of Curriculum PE lessons either as PPA cover or for the purposes of upskilling teaching staff as part of the PE & School Sport Service SLA requirements.
2. To attend and contribute to meetings involving SLA Schools as and when required, including individual schools PE planning meetings.
3. To lead and facilitate the delivery of Newcastle PE and School Sport Programmes and Interventions as detailed in the appendix section or any other similar type of programme.
4. To lead and facilitate the delivery of programmes, projects and interventions where external funding has been received ensuring that funding conditions, requirements and outcomes are met, as directed by the Manager.
5. To take supervisory responsibility for staff as part of the delivery of designated projects and programmes where the post holder is lead.
6. To take budgetary control of designated projects and programmes.
7. To assist and support the delivery and facilitation of Newcastle PE and School Sport Service programmes, events and interventions where the post holder does not have the responsibility of lead as directed by the Manager.
8. To be accountable for income generation as identified in the Newcastle PE and School Sport Service annual budget.
9. To assist in the development, planning and delivery of a PE CPD Plan for EYFS, KS1 & KS2; including Twilight PE sessions for Primary Schools.
10. To deliver PE coaching support as requested by the Newcastle PE & School Sport Service (including, when required, breakfast clubs, lunchtime clubs and after school clubs, PE boosters and other intervention programmes).

11. To assist with the planning and delivery of additional Newcastle School related events and the School Games programme as and when required.
12. When required assist the PE & School Sport Service Manager in the planning, preparation and facilitation of additional programmes and interventions outside of the SLA requirements to generate additional income, e.g. funding bids for new projects.
13. To assist in proactively promoting the work of the Newcastle PE & School Sport Service via such means as social media organised events, newsletters and links with local agencies and stakeholders.
14. To update the Newcastle PE and School Sport website.
15. To be responsible for own administrative duties; and as and when required; provide such support to the Newcastle School Sport Service.
16. To support the team to proactively increase participation levels in events, projects and programmes facilitated by the Newcastle PE & School Sport Service.

### **Trust responsibilities:**

17. Work to fulfil the vision and values of the trust.
18. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
19. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
20. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
21. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
22. Participate in appraisal, training and development and other activities that contribute to performance management.
23. Attend and participate in regular team and 1:1 meetings.