

Primary PE Liaison Officer

Start date: September 2024 /January 2025

Salary: £10,912 - £18,610 per annum

Dependent on experience and qualification

Part time, Term Time, Fixed Term until 31st August 2025 (reviewed annually subject to funding)

We have a unique opportunity within our PE department for a Primary PE Liaison Officer to work on behalf of Cirencester Kingshill in partnership with local primary schools developing and promoting sports activities among our network of local primary schools. This role also involves coordinating leadership activities for our Student Leaders/Sports Leaders including the Sports Leadership Academy.

This opportunity is of great importance to our school with the successful candidate being instrumental in promoting sports within the primary sector and making links with local schools.

The ideal applicant will have:

- Proven experience in event planning, community engagement, or youth development.
- A passion for promoting physical activity and sports among young people.
- An ability to build relationships with local schools

We are also recruiting a School Games Organiser, we invite applicants to consider themselves for this position alongside, however we also invite applicants who are only interested in the one position. Should the successful candidate be considered for both positions, time split between the two roles could be flexible depending on the size of each network.

Hours

15 hours per week at the following times over 2 days – flexible on the day between Monday – Friday

The above hours include a 20-minute paid break (if working more than 4 hours per day) to be taken at times agreed with the Line Manager.

Salary Scale

Teacher M1- UPS3

Full-time equivalent:

£30,000 - £46,525

Part-time per annum:

£12,000 - £18,610

**Professional Support Staff
Grade 1, point 22-30
depending on experience**



**CIRENCESTER
KINGSHILL
SCHOOL**

Full-time equivalent:

£31,364 - £38,223

Part-time per annum:

£10,912 - £13,298

Kingshill Lane

Cirencester

Gloucestershire

GL7 1HS

01285 651511

Holidays (Professional Support Staff)

The post is term time only, plus INSET days (44.75 weeks per year). This includes 25.5 paid days holiday rising to 30.5 after 5 years continuous service plus statutory holidays. All holidays must be taken in the school holidays.

Safeguarding

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure and Barring Service check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

How to Apply

- Please complete the Application Form for Support Staff (available via the school vacancies section on the school website).
- Include the names, addresses, contact numbers and email addresses of your two referees.
- Include your C.V.

Please note that applications without the above being completed/included will not be accepted.

- It would also be helpful if you could include a letter of application which explains how your experiences and skills will best fit the role of Primary PE Liaison Officer.

Please email completed application forms and relevant documentation to:

jobs@cirencesterkingshill.gloucs.sch.uk or post to Cirencester Kingshill School, Kingshill Lane, Cirencester, Gloucestershire, GL7 1HS

Closing date for receipt of applications:

9.00am – Monday 8th July (we reserve the right to close applications early as this position is urgent)

Interview Date: TBC

We look forward to hearing from you. If you require any further information please do not hesitate to contact the Personnel department on 01285 651511 ext. 203, or email: jobs@cirencesterkingshill.gloucs.sch.uk



CIRENCESTER KINGSHILL SCHOOL

JOB DESCRIPTION

POST: Primary PE Liaison Officer

LOCATION: Cirencester Kingshill School - 11 - 16 Secondary School

LINE MANAGER: Head of PE Faculty

RESPONSIBLE TO: Head of PE, School Games Organiser.

ASSOCIATED LINKS: SLT, PE Faculty, SGO -Local Organising Committee, partner primary schools, competition organisers and external sports clubs

PEOPLE RESPONSIBLE FOR: None

MAIN PURPOSE OF THE ROLE:

To provide specialist Physical Education support to local Primary Schools and within their own school. To embed good practice and to provide more competitive sport for all pupils including school games. To coordinate leadership opportunities and programmes for Kingshill students and running the Sports Leadership Academy.

MAIN RESPONSIBILITIES RELATING TO LEADERSHIP

1. To develop the role of young leaders/pupil responsibility.
2. To liaise with Head of PE Faculty and Cirencester Kingshill School's family of primary schools regarding partnership activities.
3. To work with the School Games Organiser and Head of PE Faculty to ensure partner primaries access the School Games programme.
4. To coordinate partnership activities with Kingshill School and the family of primary schools through role as the TR.
5. To support the development of community links, including external clubs in liaison with the head of PE and the School Games Organiser.
6. To help partner primary schools create sustainable school sport competition.
7. To help Kingshill School and partner primary schools involve their staff, young leaders and volunteers to lead competitive sport.
8. To help Kingshill School and partner primary schools, to engage pupils in sport, who are less active or who do not have equal access or opportunity to compete.
9. Promote Cirencester Kingshill School in the wider community through relationship building with schools and delivering sports to local primary school children.

Person Specification - Primary PE Liaison

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of general education • A high level of literacy and numeracy • Willingness to undertake further training when needed 	<ul style="list-style-type: none"> • Grade C/4 and above in English and Mathematics GCSE/equivalent • Qualified teaching status or sports coaching qualification/ or working towards ITT • PGCE (Postgraduate Certificate in Education) or equivalent. • Safeguarding Training
Experience, Understanding and Knowledge	<ul style="list-style-type: none"> • Proven experience in event planning, community engagement, or youth development. • Experience working as a sports coach or teaching sports to secondary or primary level • Experience of working with young people • Experience of record keeping and monitoring. 	<ul style="list-style-type: none"> • Experience of working in an education setting • Experience of working with young people with additional needs • Knowledge of SEND provision • Knowledge of child protection and safeguarding
	<ul style="list-style-type: none"> • A passion for promoting physical activity and sports among young people. • Commitment to addressing inequalities and fostering inclusivity in sports and physical activities. • Strong organisational and project management skills. • Excellent communication and interpersonal abilities. • Ability to collaborate effectively with diverse stakeholders. • Understanding of local educational settings and youth demographics. • Commitment to addressing inequalities and fostering inclusivity in sports and physical activities. • Able to work independently, but also as part of a team • Punctual and professional • Able to maintain successful working relationships with students and colleagues • Reliable and able to be flexible in approach to work • Positive 'can do' attitude • Effective problem-solving skills • Effective oral and written communication skills • The ability to work with students in a professional manner • The ability to remain calm under pressure • Empathetic to those who face barriers to their learning 	<ul style="list-style-type: none"> • Willingness to take part in the wider life of the School

Employee Benefits

Cirencester Kingshill School is proud to offer a wide range of benefits for our employees, which includes:

- Attractive salary and pension schemes – Teachers Pension Scheme (Teaching Staff) or the Local Government Pension Scheme (Professional Support Staff)
- Family friendly policies
- A range of statutory benefits including sick pay, maternity, paternity, shared parental and adoption leave
- Access to an employee assistance programme for all staff that offers services, including wellbeing, self-referral counselling, information on stress, weight management, smoking cessation
- Access to Occupational Health services
- New staff induction and support programmes
- Continuous service in other state funded schools will be honoured in relation to sick pay, holiday entitlement, pension rights
- Access to or provision of IT equipment (role specific)
- Access to CLPD and INSET, personalised for individuals through the schools' Appraisal procedures, including access to role specific academic study and professional qualifications
- Onsite parking facilities and cycle storage
- Staff social, sporting and wellbeing activities throughout the year
- The dining room is open for staff to use at break and lunch times
- Staff room with facilities, including tea and coffee
- There is an optional staff social fund