

Name		Alec Reed Academy Job Description
Post No.		
Date drafted	July 2017	
Date reviewed	June 2021	



**ALEC REED
ACADEMY**
PROUD TO LEARN

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.

It is not intended to be a comprehensive listing of every task that a ARA employee might be called upon to undertake.

Neither is it a legal document, although it may be referred to in Contracts of Employment.

MANAGEMENT DETAILS

Job Title	Sports & Enrichment Lead
Location/work base	Primary Phase
Grade	TLR2a
Reporting to:	The Board of Trustee's through the Principal
Line Manager	Head of Primary Phase
Posts directly supervised:	
Staff or contractors indirectly supervised	

THE MAIN PURPOSE OF THE JOB

Purpose:

- To be responsible to the Head of Primary Phase for ensuring the effective co-ordination of all aspects of indoor and outdoor teaching of PE in the Primary
- To be the Sports & Enrichment Lead throughout the Primary Phase ensuring provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils in accordance with the aims of the Academy and the curricular policies determined by the Principal and Board of Trustee's
- To contribute to ensuring that the Academy is a disciplined, well-ordered place for purposeful learning

Targets:

To be agreed upon appointment and updated as part of annual cycle of Appraisal and review.

Key Areas of Responsibility:

1. Key Stage/Development Lead area

1.1 The Sports & Enrichment Lead is responsible for producing schemes of work and assessment which complies with:

- i) National requirements.
- ii) The published aims and objectives of Alec Reed Academy having particular regard to its obligations as an Academy.
- iii) The Academy's overall policies or methodologies and assessment systems as defined by the Principal and Chief Executive.

1.4 The Sports & Enrichment Lead is expected to be familiar with local and national developments and to advise the Deputy Head and Head of Primary Phase as required.

2. Pupils

2.1 The Sports & Enrichment Lead is responsible for developing and supporting staff to ensure the good conduct of pupils and where required, liaise with the Deputy Head and Head of Primary Phase.

2.2 The Sports & Enrichment Lead should be available to advise teachers on how to effectively provide feedback to pupils and their parents on all matters concerning their learning, assessment and progression.

3. Management

3.1 The Sports & Enrichment Lead is responsible to the Head of Primary Phase for: the condition of the subject teaching rooms, resources and materials; maintaining and developing stocks of teaching materials; encouraging the creation of stimulating displays; maintaining records in accordance with Academy policy and supplying reports and information as necessary; contributing to the production of annual results report and analysis in association with the Head of Primary Phase to the Principal in the Autumn term; contributing to the production of the annual improvement plan as part of the Academy Integrated Improvement Planning process, as well as contributing to the evaluation of existing improvement plans; helping to ensure that the curriculum area's allocated budget is spent in accordance with the Improvement Plan and that that value for money is sought; contributing to ensuring that all subject staff are involved in the Improvement Planning process. The Sports & Enrichment Lead will be responsible for completing and keeping up to the date the analysis and evaluation document detailing how the Primary Sports Premium is spent and the impact of this ensuring it is appropriate and up to date on the Academy's website as is statutory.

4. Sport & Enrichment

The Sports & Enrichment Lead is required to:

- 4.1 Coordinate competitions ensuring that all pupil groups are included in competitions.
- 4.2 Manage the sports premium spend and measure the impact of this premium.
- 4.3 Manage the Sports Apprentice, organise the timetable and measure the impact.
- 4.4 Develop planning ensuring that all resources are organised.
- 4.5 Deliver training to all staff including providing support to staff on developing their teaching of PE and outdoor games.
- 4.6 Monitor planning and assessment for PE and outdoor.
- 4.7 Liaise with the Sports Partnership as required.
- 4.8 Develop an action plan to ensure it contributes significantly to the Academy Improvement Plan.
- 4.9 Compile data on pupils attending clubs including completing the necessary analysis.

5. General

The Sports & Enrichment Lead is required to:

- 5.1 Encourage and support the provision of enrichment activities, including the Academy specialism of Enterprise.
- 5.2 Promote the ethos of the Academy.
- 5.4 Undertake such duties as the Deputy Head and Head of Primary Phase may determine as reasonably falling within the role of Pupil Progress Leader.
- 5.5 Undertake whole Academy duties as may be reasonably determined by the Principal.

The detail determined here refers to the particular responsibilities of a Sports & Enrichment Lead. In addition the Sports & Enrichment Lead is required to carry out their duties of a Teacher as set out in the Conditions of Employment as adopted by the Academy and as outlined in the Teacher Job Description.