**CUBITT TOWN PRIMARY SCHOOL**

**MANCHESTER ROAD , E14**

|  |  |
| --- | --- |
| **JOB DESCRIPTION** |  |
| **Post Title:** School Games Organiser (FTC 2 years) | **Grade: Scale 4, All Year Round** |
| **Department:** Physical Education | **Date:** October 2026 |
| **Working pattern:** | School Games Organiser (3 days per week)    London Marathon Pilot project (2 days per week) |
| **Responsible to:** | Head of Physical Education and sports |
| **Responsible for:** | N/A |
| **Liaising with:** | School teachers, pupils, parents, volunteers, young leaders, London Borough of Tower Hamlets Head of Sport & Physical Activity (and other Council representatives as appropriate) and external agencies. |

# MAIN PURPOSE OF THE JOB

## School Games Organiser (3 days per week)

The School Games inspires young people making a positive and meaningful difference to the lives of children and young people through sport and physical activity.

The role of the School Games Organiser is to put physical activity and school sport at the heart of the schools in the Tower Hamlets SGO Area. Providing young people with the opportunity to enjoy and learn through competition and development opportunities to achieve their personal best.

The School Games Organiser will ensure that the offer for the schools remains relevant to the needs of the young people whilst considering the national School Games Pledges for 2023-2025;

1. Tackling Inequalities – increasing participation of schools from the most underserved communities

2. Physical Literacy – ensure positive experiences are created and promoted for children and young people

3. Youth Engagement – embed and enhance the principle of “by young people for young people”

The postholder will work with national guidance from Sport England and the Youth Sport Trust in the form of the School Games Road Map and within the local partnership of School Games Organisers in Hertfordshire, the Active Partnership and wider stakeholders.

**London Marathon - An 18-month pilot in Tower Hamlets to “super-charge” physical activity and test new approaches. ( 2 days per week)**

**Project Aim**

Build capacity and capability of schools in Tower Hamlets to enable as many children as possible to achieve a minimum of 10 minutes more physical activity every day and increase their levels of activity

* Supercharge’ physical activity and test new approaches, including increased engagement in YST Healthy Movers and Well School Programmes, London mini-marathon, junior parkrun, The Daily Mile, NBA 3x3 Basketball.
* Develop Borough implementation plans to deliver on the ‘10 more minutes’ programme
* Support delivery and monitor and evaluate impact

## MAIN DUTIES & RESPONSIBILITIES School Games Organiser (3 days per week)

***Duties and key result areas:***

1. Increasing the number of state [and independent] schools participating in the School Games (all schools are eligible to be part of the School Games).
2. Ensuring the development of a cultural component in levels 1-3 of the School Games.
3. Promote ways in which the School Games and competitive sport can contribute to school priorities and support the aspirations and achievements of young people in local schools.
4. Working with other SGOs and the Local Organising Committee to ensure a structured and progressive competition calendar is published, that meets the needs of all young people across the SGO cluster of schools, and increases the number of competitive sport fixtures.
5. Ensuring the local competition calendar is aligned to club pathways and competition priority formats as defined by the NGBs.
6. Ensuring the provision of inclusive and targeted opportunities for young disabled people to access competition through the School Games (SGOs will need to work with the Project Ability School in their county to do this).
7. Sustaining young people’s commitment to an active lifestyle by ensuring all School Games activity at level 1 and level 2 links to a wide range of club and community sport opportunities.
8. Sustaining, developing and growing the network of Change4Life clubs in schools.
9. Ensuring the progression of young people from Change4Life into the School Games at levels 1-

2.

1. Developing the workforce required to activate the School Games at all levels locally:
   * Teachers
   * Non-teaching staff
   * Parents
   * Volunteers (working with and through the CSP)
   * Young leaders (including young coaches, young officials, and young team managers).
2. Providing access to specialist coaches, training and equipment to assist schools (particularly First/Primary/Middle/Special schools) in delivering a range of lunchtime and after school programmes.
3. SGOs will be expected to set local targets in line with national guidance and report progress against these on a termly basis.
4. To undertake other duties and responsibilities as required by Mulberry Academy Shoreditch commensurate with the grade of the post, working collaboratively with the other London SGOs.
5. Attend 1/2 termly SGO meetings and annual regional and national Youth Sport Trust conferences.
6. To organise and manage the termly SGO partner agency steering group with representation from Cubitt Town Primary, Tower Hamlets Council, The Youth Sport Trust and other partners as appropriate

## Pilot project (2 days per week)

***Duties and key result areas:***

**Lead Roles and Responsibilities**

* Support mapping and identification of schools and settings across borough
* Identify sites for delivery of Healthy Movers and Well Schools accreditation
* Co-ordinate completion of baseline Well Check & audits
* Convene borough-wide action plan
* Co-ordinate implementation of events, training, resources
* Provide ongoing support to schools and settings
* Connect provision into other local plans for PESSPA
* Co-ordinate completion of follow-up Well Check and data collection

**Deliverables**

* 8 Primary Schools for Well School accreditation and action planning
* 10 Early Year Settings (Nursery, ideally linked to a primary school or primary school reception class)

1. To actively promote and encourage participation in the LYG by the young people of Tower Hamlets by working in partnership with schools, sports clubs, voluntary organisations and other external partners
2. To conduct all administrative tasks associated with the pilot including conducting all monitoring and evaluation required, answering correspondence relating to the LM, including communication with team managers, participants, service requests,
3. To conduct all required financial duties in relation to the delivery of the pilot including raising of purchase orders, payment of invoices and complying with financial regulations and standing orders as appropriate
4. To quality assure all activity delivered as part of the programme and ensure that they adhere to Sport/PE/fitness sector good practice, equity and safeguarding principles
5. To actively promote and comply with equal opportunities policies and legislation in the opposition and eradication of all forms of discrimination and to ensure all services are accessible to all users
6. To fulfil all duties and responsibilities with proper regard to health and safety policies and any other relevant legislation in order to ensure a safe working environment for young people, the post-holder and other members of staff.
7. To undertake any other duties and responsibilities which may arise from time to time, and which are commensurate with the grade of the post and within the capabilities of the post holder.

**The delivery of the London Youth Games will require evening and weekend working throughout the year.**

**Deliverables**

* 8 Primary Schools for Well School accreditation and action planning
* 10 Early Year Settings (Nursery, ideally linked to a primary school or primary school reception class)

## General

1. Attend school briefings, Line Management meetings and other relevant internal and external meetings and forums as appropriate.
2. Contribute to the school’s promotional activities.
3. Maintain appropriate confidentiality at all times,
4. Play a full role within the life of the school community, support its ethos and encourage all staff and students to follow this example.
5. Carry out agreed duties to support the smooth running of the school
6. Promote and implement all school policies.
7. Undertake training as required to be effective in carrying out all duties and continue personal professional development.

**In addition to the above specific responsibilities, the post holder will carry out any other reasonable duties relevant to the role as directed by the Headteacher**

## Work Arrangements

## a) Transport requirements

Travel to work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion.

**b) Working patterns**

Will include weekends and evenings.

## c) Working conditions

Indoor and outdoor working.

*This job description is correct at 19th October 2025 and may alter over time as the needs of the school change. The job description will be discussed as part of the school’s appraisal policy and may be amended after discussion with the post holder.*

**EQUAL OPPORTUNITIES STATEMENT**

Adhere to Cubitt Town Primary Schools policies and ensure anti-discriminatory practice within the service area.

# COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

# SAFEGUARDING

Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the academy and the local authority.

# HEALTH AND SAFETY

The Health and Safety at Work Act (1974) places duties on all employees:

* to take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual’s acts or omissions at work;
* to co-operate with the Executive Principal to enable her to carry out her duties as key manager and comply with all relevant Health and Safety legislation;
* not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare;
* to care for and oversee the appearance of the building;
* to assist management/leaders in preparing, implementing and updating all relevant risk assessments for their area of responsibility.

I acknowledge that I have received, read and understood the job description.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_ Post holder**

## Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_ Responsible Officer/Post holder

|  |  |
| --- | --- |
| **PERSON SPECIFICATION** | |
| **Post Title:** | **School Games Organiser (SGO)** |
| **Education,**  **Qualifications &**  **Experience** | ***Essential***  Successful experience of:   * Working with children (across the 4-19 years age groups). * Experience in planning, coordinating events and organising competitions. * Successful track record of managing projects and of partnership working. * Qualified or working towards a degree qualification in any of the following fields:   + Physical Education   + Sports related qualifications   + Business/management qualifications   + NGB Level 2 Qualification (if candidate does not have Qualified Teacher Status). * Willingness to undertake further professional development as appropriate. * Full UK Driving Licence.   ***Desirable***   * Experience of successfully dealing with a range of complex issues and resolving these to the satisfaction and benefit of a range of different people. * Experience of developing and implementing strategies and plans with a range of partners and other agencies. |
| **Knowledge &**  **Understanding** | ***Essential***   * Knowledge and experience of PE, the National Curriculum, school sport and community sport structures. * Knowledge of organising events and competitions. * Knowledge of working in partnership with public, private and third sector (civic society) organisation. * Knowledge of community sport. * Knowledge of disability sport.   ***Desirable***   * Knowledge and understanding of attracting and managing funding. |
| **Skills & Abilities** | ***Essential***   * A high level of interpersonal and communication skills in order to facilitate effective partnership working (across schools/external agencies and London School Games organising committee). * Excellent project management skills. * Highly developed problem solving and decision-making capabilities. |
|  | * Highly organised with the ability to plan, on both a strategic and local level effectively to meet set deadlines. * Use of IT skills and applications to maximise work effectiveness (word processing, social media, spreadsheets, web browsing). * Organisational, time management, prioritisation skills. * Communication (written and verbal), interpersonal, motivational and team working skills. * Financial management and business planning skills. * Presentation and facilitation skills. * Leadership and delegation skills. * Ability to work calmly under pressure and the ability to adapt quickly and effectively to changing circumstances/situations. * Motivated, self-starter, able to use own initiative. * Positive attitude, hard working.   ***Desirable***   * Excellent negotiating skills with the ability to influence at a senior level across a number of different organisations. |
| **Other professional attributes and requirements** | * Flexible approach to working hours to meet the needs of the organisation. * Satisfactory Enhanced DBS check. * Able to work evenings and weekends. * Ability to travel to and from different locations. |
| This post is subject to an Enhanced DBS Disclosure and the successful applicant will be subject to relevant vetting checks before an offer of appointment is confirmed, and will be subject to rechecking as appropriate. | |