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**SAPIENTIA EDUCATION TRUST**

**FAKENHAM ACADEMY - JOB DESCRIPTION & PERSON SPECIFICATION**

**SCHOOL GAMES ORGANISER (SGO)**

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| --- | --- |
| **Line Manager:** | Headteacher |
| **Salary:** | **SCP 23 - 27 of the Support Staff Salary Scale**  **FTE:** £27,741 - £32,234 per annum  **Actual:** £14,199 - £16,721(dependent on experience and length of service) |

**Purpose of Role**

The School Games inspires young people to be physically active for life through positive experiences of daily activity and competition**.**

The role of the SGO is to support all schools in the local area by promoting the importance of physical activity and coordinating appropriate competitive opportunities to be enjoyed by all young people across Key Stages 2-4. In addition, the SGO will recruit, train and deploy suitable workforce and support the development of club opportunities for all young people.

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

**Outcomes of the role:**

1. To maintain school engagement and support schools to continue to prioritise and deliver 60 active minutes for every child thus providing opportunities for young people to improve their physical, emotional and social wellbeing.
2. To ensure physical activity and competition provision supports young people’s wider development including their ability to re-socialise and supports their psychological and physiological fitness.
3. To identify and have ongoing provision that targets young people for who physical activity levels have been most negatively impacted by COVID-19 (those particularly from low socio-economic areas, BAME, SEND and Girls).To have a continued focus on secondary school engagement – with a focus on supporting those young people who have just transitioned into Year 7/8.
4. To ensure that the local offer provides opportunities for young people to take on leadership and volunteering roles.

**Experience needed in:**

* organisation of sporting competitions and festivals within a school environment.
* management of a team of coaches, sports teachers/professionals.
* measuring impact and planning for provision.
* working knowledge of ICT, including keyboard skills and Microsoft Office.
* excellent communication and interpersonal skills.
* the ability to work independently and as part of a team.
* prepared to work flexible hours (during school time and after school).
* a valid driving licence and own transport to travel between sites.
* budgeting/managing a budget.

**HOURS OF WORK**

|  |  |
| --- | --- |
| Paid Weeks per year | 38 weeks |
| Working weeks | Term Time Only |
| Hours per week | 22.5 hrs |
| Normal Working Pattern | Days worked to be agreed with your Line Manager  8.30am – 4.30pm  30 min lunchbreak (unpaid) |
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time. |

**REMUNERATION**

Salary Details:

* **Points 23-28 of the Support Staff Salary Scale**
* FTE: £27,741 - £32,234 per annum
* Actual: £14,199 - £16,721 – depending on experience and length of service

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The post-holder will be entitled to join Fakenham Academy’s nominated pension scheme for support staff.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

**PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The School reserves the right to withdraw offers of employment where checks or references are deemed unsatisfactory.

**REVIEW**

The Job Description will be reviewed annually as part of Fakenham Academy’s Performance Management programme.

**Person Specification – School Games Organiser (Sports)**

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| --- | --- | --- | --- | --- |
| **Selection Criteria** | **Essential** | **Desirable** | **Method of Assessment** | **Shortlisting Criteria** |
| **Qualifications and Experience** |  |  |  |  |
| Good levels of competency in literacy and numeracy | Y |  | **AF, I, R** | Y |
| Relevant hands-on significant experience working  with children aged 4 – 16 years. | Y |  | **AF, R** | Y |
| Relevant first aid at work qualification, or willingness  to undergo training | Y |  | **CQ, I** | Y |
| Significant experience, and evidence of, successfully  organising festivals and competitions for all ages | Y |  | **AF, I** | Y |
| Experience of successfully deploying student leaders  to support the Games Competition role | Y |  | **AF, I** | Y |
| Valid driving licence and own transport | Y |  | **CQ** | Y |
| **Knowledge and Skills** |  |  |  |  |
| Knowledge of special needs and the types of barriers  students may face in PE and Sport |  | Y | **AF, I** |  |
| Knowledge of the primary PE and Sport funding and  how to maximise its use within schools |  | Y | **AF, I** |  |
| Knowledge and understanding of SSPs, the new  competition framework recent Government  programmes and initiatives | Y |  | **AF,I,R** | Y |
| Knowledge and ability to work with key partners in  driving forward school sports competitions | Y |  | **AF, I,R** | Y |
| Outstanding organisational skills, including planning  for provision and measuring impact | Y |  | **AF, I** | Y |
| Good time management and adherence to deadlines | Y |  | **AF, I, R** | Y |
| Ability to keep clear records and write reports | y |  | **AF** | Y |
| **Personal Qualities** |  |  |  |  |
| Good communication and interpersonal skills | Y |  | **I,R** | Y |
| Commitment to teamwork and collaborative practice | Y |  | **I,R** | Y |
| Ability to manage coaches, teachers and other professionals, including working alongside SSCOs | Y |  | **I,R** | Y |
| Ability to build good relationships with a range of  adults and students | Y |  | **I,R** | Y |
| Ability to motivate students | Y |  | I, R | Y |
| Commitment to be involved in extra-curricular activities | Y |  | **AF, I** | Y |
| A willingness to undertake additional training and  ability to identify the training needs of others |  | Y | **AF, I** |  |
| Commitment to inclusive education | Y |  | **AF, I** | Y |
| Self-motivated, enthusiastic and able to work on own  initiative | Y |  | **AF, I** | Y |
| An understanding of and commitment to equal  opportunities issues both within the workplace and  the community in general | Y |  | **AF, I** |  |
| A commitment to safeguarding and promoting the  welfare of children, young people and vulnerable  adults | Y |  | **AF, I** |  |

**Key to abbreviations:**

**AF** Application Form **R** References **I** Interview **CQ** Certificate of Qualification

**PT** Practical Task **DL** Demonstration Lesson

Note: **PT** & **DL** methods of assessment are optional. If used, candidates will be informed prior to interview.