



Job Description

Job Title: School Games Organiser

Funding Duration: Until 31 August 2023 (extension to contract subject to funding)

Purpose of the Role:

To deliver the dual programme for both School Games Organiser and manage the North West Leeds Active Schools Sports Partnership (LCC). This is an autonomous role, which requires strong organisational skills, self-motivation and excellent communications skills.

To implement, support and deliver a successful calendar of School Games and Active Schools activities for primary schools. The role is based at St Mary's in Menston and requires some involvement in secondary school sports and extracurricular offering.

The post holder will ensure that competitions locally link to and support an emerging framework for competitive school sport. Stakeholder engagement is key to the success of this role, which requires significant partnership working with a range of local agencies involved in running and supporting school sport competitions, events and leadership and volunteering opportunities.

To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students.

Main Duties:

- Responsibility to deepen the involvement and engagement in both sports and competition
- Establish clear links to enable young people to progress in sports
- Ensure the development of a cultural component to planned activities
- Develop the workforce of teachers, non-teaching staff, parents, volunteers, and particularly young leaders, required to activate the School Games at all levels
- Establish a network of sports clubs in primary schools, building opportunities for young people to progress
- Provide access to specialist coaches, training and equipment to assist schools in delivering a range of lunchtime and after school programmes
- Identify the least active young people and engage them in appropriate activity
- Ensure the provision of both inclusive and targeted opportunities for young disabled people
- Identify gaps in the provision and make recommendations for improvement
- Ensure quality assurance and local impact measurement mechanisms are in place



Teaching and Managing Pupil Learning

- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

Planning and Setting Expectations/Pupil Achievement

- Identify clear objectives and content related to the activities and the pupils being taught.
- Set appropriate expectations for pupils' learning and motivation.
- Set clear targets for pupils' learning, building on prior attainment.
- Identify pupils who have special educational needs, and know where to get help in order to give positive and targeted support.
- Provide pupils with the opportunity to demonstrate leadership skills, both within their schools and at partnership events.

Assessment and Evaluation

- Assess how well learning objectives have been achieved and use this assessment for future activities.
- Provide constructive feedback.

Relationship with Parents and the Wider Community

- Plan and deliver non-competitive activities, inclusive festivals.
- Promote school sport provision on websites, newsletters, local press etc.
- Support and encourage healthy active lifestyle via targeted interventions.
- Ensure the development of a cultural component to the planned activities.

Manage Own Performance and Development

- Establish key performance indicators, target delivery and review progress on a termly basis.
- Develop a clear timetable of activity for the academic year and communicate as appropriate.
- Set local targets and report progress against these on a regular (termly) basis.
- Take responsibility for personal professional development and to keep up to date with relevant research and developments.
- Share corporate responsibility via the implementation of school policies and practices.
- Set a good example to the pupils via personal presentation and conduct.
- Ensure critical self-evaluation to improve effectiveness.



Managing and Developing Staff and Other Adults

- Establish effective working relationships with professional colleagues including, where applicable, associate staff.

Managing Resources

- Select and make good use of learning resources and equipment which enables objectives to be met.

Further Conditions of Service:

- To undertake any other responsibilities as may reasonably be directed by the Headteacher.
- To support and maintain the Catholic ethos of the school as stated in the School Mission Statement.
- Adhere to school policies.
- To be fully aware of and understand the duties and responsibilities with regards to Child Protection and Safeguarding in schools and attend appropriate whole school staff training if and when required.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main accountabilities and expectations for the post.