

Job Description

Job title: School Sport Activator/Physical Activity Liaison (PAL)	Directorate: Baysgarth School
Post number:	Division:
Grade: 5	Section/team: Get Ahead Partnership
Overall purpose of job: To deliver competition, leadership and physical activity programmes across North Lincolnshire schools, to inspire and empower people to live fulfilled lives	
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
Main responsibilities: <ol style="list-style-type: none"> 1. To plan and deliver innovative school sport opportunities for young people, including the organisation and promotion of specific physical activity programmes, as directed by the service 2. To support Primary PE Co-ordinators in developing school sport and physical activity in their school, for both active and non-active populations. 3. To organise and deliver school sports opportunities across local primary schools, actively involving appropriate local community sports clubs and leisure providers. 4. To contribute to the administration, marketing and promotion of the service 5. To increase and improve the range of intra school sporting competition within primary schools across North Lincolnshire. 6. To support, deploy and develop young people as leaders, coaches and officials. 7. To deliver leadership programmes in primary schools in North Lincolnshire. 8. To ensure that effective evaluation mechanisms are implemented to measure the success of delivered programmes and participation in competition opportunities. 9. To provide the connective links between all physical activity programmes ensuring young people 10. To ensure the health, safety and welfare of young people engaged in the programme ensuring all safeguarding concerns are reported. 11. To maintain a high level of appropriate skills and knowledge by undertaking continuing professional development and training 12. To be responsible for the transportation, correct use and safe keeping of sports equipment to and from various locations within North Lincolnshire. 	
Knowledge, skill and experience: <ol style="list-style-type: none"> 1. Some experience of working within a Sports Development environment including planning and developing new ideas. 2. Experience of working with children and young people in play / physical activity /sports activities. 3. Experience of working with schools. 4. A National Governing Body of Sport Qualification Level 1 minimum ideally in a range of sports. 5. Experience of planning and delivering sport and physical activity sessions . 6. Experience of working as part of a team. 	

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7. Understanding of the benefits of physical activity in achieving healthier lifestyles.
8. Awareness of school sport and physical activity programmes to increase physical activity of young people.
9. Awareness of safeguarding procedures in working with children and young people.
10. Ability to communicate clearly using a number of mediums (i.e. written, verbal, email, presentation).
11. Ability to organise successful programmes that motivate and enthuse children and young people to be more active.
12. Ability to act proactively on their own initiative.
13. Have a drive for excellence and ability to deliver above expectation
14. A current First Aid qualification.
15. Ability to deliver sports coaching and physical activity opportunities to a range of audiences.
16. Ability to prioritise workload within a structured work programme.
17. A genuine interest in working with children and young people.
18. Available to work evenings, weekends and public holidays as required.
19. Ability to transport self effectively across North Lincolnshire.
20. Accurate and effective administrative skills including IT literacy.

Creativity and innovation:

The post holder will carry out consultation and find innovative solutions to engage and increase the physical activity levels of young people.

They must be creative in the approach they take to the planning and delivery of sessions and programmes on a daily basis.

They must be creative in the way they produce flyers, posters, reports and evaluation materials to ensure the success of a project.

Contacts and relationships:

This person will be working with school staff and young people on a daily basis within schools.

They will build relationships with targeted young people through delivery and they will have a responsibility to report any concerns regarding safeguarding through the schools and LA process.

This role will have the responsibility to contact schools and make enquiries and bookings to deliver their sessions including physical activity programmes, leadership training, lunchtime supervisors training and competitions.

Schools/school staff– Daily/Weekly

Local community sports and leisure providers - Monthly

Sports facilities- Weekly

Decision making:

This role will make day to day decisions regarding the delivery of new programmes this will then be approved in consultation with the School Sport Manager.

They may have to make their own on the spot decisions when delivering the sessions in schools, regarding the suitability of the activity, and adapting so all can take part. This may be on a daily basis. Consequences of them not doing this correctly could lead to injury of participants, poor delivery and consequently unsuccessful programmes with reputational impact.

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Responsibility for resources:

The post is responsible for:

- Safe use and security of sports equipment, up to approx. £500
- Safe use and security of necessary IT equipment such as Laptop and Mobile Phone - approx £400 that is used across North Lincolnshire at different sites.
- Safe use of pool transport when required (£10K) Daily basis (upto 75%)

WORK ENVIRONMENT

Work demands:

This role is varied in the overall look of what will be delivered, however the main aim will remain the same. The programme may change in response to the needs of the young people and their schools. There will be specific deadlines/targets set by the line manager which may change in response to the needs of the schools.

Physical demands:

This person must be a role model for getting young people active. Work will require normal physical effort with periods of transporting equipment and delivering sessions. They will be required to give practical demonstrations which will require some sustained effort.

Working conditions:

Delivery work may take place on school sites, usually school halls, school playgrounds, school fields or council leisure facilities. During the planning/developing and monitoring of programmes this will take place in office space at Baysgarth School.

Sessions may take place outdoors but only in fair weather to ensure the safety of participants.

Office time 25 % Delivery 75%

Work context:

- Work may involve working alone in schools, and with school staff will be onsite.
- Regular/Daily travel between schools and council locations.
- Weekend/evening and times of work will be flexible to meet the demands of the role.
- Working with children, the post-holder may be subject to challenging behaviour.

Position in organisation:

Indicate how many staff the post is directly accountable for: 0

Are posts in more than one location? Yes ☐ No

Is this at the same site?

Are the posts managed highly mobile?

Is the supervision/management shared with another post in the structure? Yes ☐ No ☐

Please indicate which post (s)

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NEW STRUCTURE SEE ATTACHED SHEET

Employee:		(print		Date:	
(signed)	_____)	_____		_____
Manager:		(print)		Date:	
(signed)	_____		_____		_____