|  |  |
| --- | --- |
| H:\Images\New Branding 2013\07_Useful_graphics\07_Useful_graphics\02_Crest_typography\crest_typo_rgb_150dpi.png | JOB DESCRIPTION & PERSON SPECIFICATION |
| SPORTS LEADERSHIP, HEALTH AND OUT-OF-HOURS PROGRAMMES - COORDINATOR |

# Additional Responsibility - Job Description

|  |  |  |  |
| --- | --- | --- | --- |
| ALLOWANCE: | Depending on experience  | DATE: | January 2024 – August 2024 |
| RESPONSIBLE TO: | The Co-Headteacher / Trustees / Line Manager (Partnership Director) |
| RESPONSIBLE FOR: | The students and staff in your charge, and the management tasks associated with the extra responsibilities in the job description. The professional duties as set out in the Teachers’ Pay and Conditions Document. |
| RELATIONSHIPS: | HT, SLT, staff, trustees, students and parents/carers. |

This additional job description should be read in conjunction with the member of staff’s main job description. Only additional responsibilities are detailed in this document.

## Main Purpose of the Job

To manage and deliver the School Sport Partnership (Sport Impact) Sport’s Leadership and Health Strategy. Working with Sports Leaders UK to train children to gain leadership awards, initially across six schools. To establish Sport Impact health programmes and to work in partnership with Public Health in Hounslow to embed and extend this work.

The role will have a direct impact on student achievement by ensuring that students gain vital life skills including physical literacy, have high aspirations and, academically, achieve their potential. Funding for this role is initially short term but opportunities to extend this are being fully explored.

## Dimensions

### STUDENTS and PArents

Students within the designated year groups, working alongside parents in some instances

### SChoolS

Working with SLT, designated leads from each school to coordinate programmes

### FINANCIAL

Possibly budget for any identified interventions

 **2,4. TEAM**

Working with the rest of the Sport Impact team to ensure maximised results

## Principal Accountabilities

### Together with the Sport Impact management and school (SLT), establish the vision for Sport Leadership and Health programmes across schools in Hounslow.

### Develop and strengthen relationships with key partners/funders

### Effectively deliver current Sport Leadership and Health programme opportunities. To monitor and evaluate the effectiveness of these interventions and to provide data and feedback to funders.

### Manage, train and support a small team of casual workforce.

### Attend relevant training/conferences/meetings to support the role and keep up to date with national as well as regional and local developments.

### To consult with colleagues as required to ensure:

#### the active implementation of the aims of the programme;

#### agreed school policies are actively applied;

### To develop relevant training materials carrying forward the aims of the Action Plan.

### Ensure the optimum deployment of staff and volunteers and the effective organisation of resources. To plan, oversee and evaluate any budget allocation ensuring that spending is in line with the principles of ‘Best Value’.

### To contribute to an effective marketing and communications strategy for the school to engage parents/carers as well as employers and alumni. Celebrate successes within the school and, where appropriate, in the local community.

|  |  |  |  |
| --- | --- | --- | --- |
| Job holder signature: |  | Date: |  |
| print name and title: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Line manager signature: |  | date: |  |
| print name and title: |  |

*Read the Person Specification on the next page.*

# Person Specification

|  |  |
| --- | --- |
| SECTION | ASSESSMENT METHOD |
| EDUCATION, QUALIFICATIONS & TRAINING |
| * Evidence of educational achievement and/or attainment that indicates that there will be an empathy with students identified as gifted or talented.
 | Application letterProof of qualifications |
| EXPERIENCE |
| * Experience and understanding of effective subject pedagogy, leading to outstanding outcomes of students.
* Experience of organising, or assisting in the leadership of, student activities or ventures.
* An awareness of the various external opportunities and partnerships to support students.
 | Application letterInterview |
| SKILLS AND ABILITIES |
| * Ability to ensure the safety and well-being of students at all times.
* Work effectively as part of a team, developing positive relationships with colleagues, students, parents/carers and other agencies or external organisations as appropriate.
* Possess excellent organisational and communication skills including on-line communications and messaging.
* The ability to lead and manage people towards a common goal.
* The ability to solve problems and make decisions.
* Sets high expectations for student achievement and promotes self-control and independence whilst leading students to success.
* Energy and enthusiasm for the education of young people.
* Ability to enthuse students and staff alike.
* Ability to create a learning environment that values all students equally and enables all to achieve.
* Ability to effectively manage a budget.
 | Application letterInterview Tasks |
| KNOWLEDGE |
| * A knowledge and understanding of the abilities and needs of, and potential pathways for students.
* Knowledge of the principles of good pedagogy.
* Knowledge of the characteristics of students.
 | InterviewTasks |
| COMMITMENTS |
| * Commitment to equal opportunities.
* Commitment to achieving high standards.
* Commitment to all aspects of inclusive education.
* Commitment to the ethos and life of the school.
* Committed to teaching and to further professional development.
 | Application formInterviewTasks |

Selection decisions will be based partly on the criteria outlined in this form. At each stage of the process an assessment will be made by the appointment panel to determine how far the criteria have been met.

Criteria should be addressed on the application form and/or in the statement of application. Criteria will be further tested later in the process through interviews and other methods such as presentations.

When completing your statement of application, you should ensure that you provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

We will consider any reasonable adjustments under the terms of the Equalities Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.