



JOB DESCRIPTION

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| Job Title: | Sports Co-ordinator |
| Salary: | TPAT Point 6 |
| Responsible to: | Headteacher & PE Co-ordinator |
| Direct Supervisory Responsibility for: | None |
| Important Functional Relationships: Internal/External: | TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, External Professional Bodies, Visitors & Outside Sporting Agencies |

Main Purpose of the Job:

- To provide structured coaching sessions and organise an appropriate range of sport activities for children between the ages of five and eleven;
- To provide coaching and training for school sports teams;
- To organise children's participation in Tournaments, Games and Matches;
- To ensure an enjoyable, caring, secure environment, through individual attention and group activities;
- To work within the Schools Health and Safety Policy at all times.

Main Duties and Responsibilities:

- To provide an enabling environment in which all individual children can play, learn and develop and have fun through sporting activities;
- To provide safe, creative and appropriate sport opportunities including preparing activities, organising programmes, participating in tournaments and arranging equipment including kits;
- To ensure that appropriate transport is organised for tournaments/matches;
- Ensure accidents and/or incidents are recorded appropriately and timely and that other staff are aware of this occurrence;
- To consult children with regard to the sport programmes to ensure their voice is heard and the activities provided meet their needs and preference;
- To ensure that all activities are carried out within an equal opportunities framework;
- To provide an environment in which children can adapt their own sport opportunities and lead their own development and interests;
- To encourage community-wide participation and activity planning and delivery;
- To develop and maintain good working relationships and communication with parent/carers to encourage involvement and facilitate daily care routines.

General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.