

# Job Description

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**Job Title:** Sports Assistant

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**Location:** Inspiration Trust Hewett campus, Norwich schools

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<b>Job title</b>	<b>Sports Assistant (Fixed term until 31<sup>st</sup> August 2026)</b>
<b>Salary Scale</b>	<b>Scale B</b>
<b>Hours of Work</b>	<b>Part time – 10 hours per week</b>
<b>Weeks Worked</b>	<b>38 weeks</b>
<b>Responsible to</b>	<b>Whole Trust Schools' Sports Coordinator</b>
<b>Location</b>	<b>Inspiration Trust Hewett campus, Norwich schools</b>

### **Main purpose of the role**

- The postholder will support the development and implementation of the Trust sport teams.
- To ensure efficient and effective arrangements to support the development of high-quality physical activity opportunities for students.
- To act as a basketball coach for students.
- To plan and deliver coaching sessions to the Trust basketball academy and in school.
- To facilitate pupils participating in sports to work towards achieving their full potential.
- To assist with the planning and delivery of Trust-wide sporting events

### **Organisational relationships**

- Responsible to the Whole Trust Schools' Sports Coordinator.
- Direct liaison with Assistant Sports Coordinator, Heads of Department, Teachers, all other internal contacts as necessary. Key external contacts include other schools, sports providers, parents, carers and stakeholders.

### **Principal accountabilities and responsibilities**

<b>Main Duties</b>	<ul style="list-style-type: none"> <li>• To support the Sport team with the delivery of afterschool basketball sessions (3 hours per week).</li> <li>• To act as a coach, taking direction from the Sport team, developing individual talents and teams.</li> <li>• To administer, organise and facilitate opportunities for Basketball Academy students to take part in fixtures, competitions and opportunities offered by external providers (for example, but not limited to, AoC Sport).</li> <li>• To be an advocate for physical activity across Norwich-based sixth forms.</li> </ul>
<b>Organise Trust Events</b>	<ul style="list-style-type: none"> <li>• Assist with the planning and delivery of Trust-wide sporting events.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Adhere to the Trust policy at all times.</li> <li>• Role model best practice.</li> </ul>
<b>Equality &amp; Diversity</b>	<ul style="list-style-type: none"> <li>• Promote inclusivity in all activities.</li> <li>• Role model best practice in all activities.</li> </ul>

## **Employee commitments**

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

## **Performance Management**

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

## **Context**

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

## **Miscellaneous**

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.**

Person Specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• ICT literate</li> </ul>	<ul style="list-style-type: none"> <li>• Sports coaching experience from one, or a range of, sports.</li> <li>• Basketball England - Coach Level 2.</li> <li>• Minibus driver.</li> </ul>
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Sound experience of development, management and operation of organisational and administrative procedures.</li> <li>• Experience of coaching</li> <li>• Experience of developing coaching programmes.</li> </ul>
<b>Skills, Knowledge</b>	<ul style="list-style-type: none"> <li>• Able to work on own initiative and with minimal supervision.</li> <li>• Able to build good working relationships with teaching staff and students and build and retain the confidence of the Academy</li> <li>• Good analytical and IT skills.</li> <li>• Ability to work well under pressure and react and make decisions quickly in response to events.</li> <li>• Ability to work constructively and flexibly as a part of a team.</li> <li>• Can meet deadlines by effective planning and time management.</li> <li>• Good communication skills, both written and spoken, with a range of internal and external stakeholders.</li> </ul>	

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**Signature .....**

**Date .....**

**Name .....**