

**JOB DESCRIPTION**

Job Title: Sports Assistant

Hours: 32.5 hours per week

Salary: £12.18 per hour (Grade D SCP 5), actual salary £23,500 per year

Working Weeks: 41 working weeks (39 term time weeks to include TD Days + 2 summer holiday weeks)

Effective Date: 1st September 2024

Conditions of Service: NJC

**Job Purpose**

**Main Responsibilities**

**Primary PE**

* To inspire children to enjoy being active and taking part in PE and sport, creating a safe and enjoyable, learning environment for them at all times.
* To plan and deliver coaching sessions for a range of abilities and age groups including PE lesson cover for primary schools (PPA).
* To work with the Trust’s Transition Co-ordinator to develop a summer school activity programme
* To deliver a programme of multi skills festivals to Key Stage 1 & 2 pupils and sports leaders training.
* To establish and develop sustainable links to local sports clubs and other community providers. Work with these providers and schools to secure facilities and support for school-based activity and to encourage more pupils to access clubs and leisure facilities.
* To develop and support young leaders and volunteers as coaches, leaders, officials, and organisers.

**Support to the PE Department**

* Administrative duties including web site updating, recording data, event risk assessments, document filing, preparing resources, writing session plans and reports.
* To communicate, promote and market programmes and resources to our network in a professional manner; using multimedia where appropriate to support this.
* To play a part in the life of the school and Trust, to support their distinctive aims and ethos’ and to encourage staff and students to follow this example.
* To work effectively as a member of the PE Department, to improve the quality of teaching, coaching, and learning.
* To work with teaching staff to teach/coach/lead and manage School sports teams each term as directed by the Subject Leader
* To work with teaching staff to teach/coach/lead extra-curricular sporting activities (lunchtime and after school) as directed.
* Promoting professional standards of punctuality, discipline, and sportsmanship with all pupils, taking appropriate action where necessary.

# Qualification and Experience

The successful candidate will have:

* Experience of coaching young people to progress within PE and sport
* Experience of working with schools and young people
* Understanding of high-quality PE, school sport and the National Curriculum
* Experience of using technology and multi-media as communicative tools
* Technical knowledge of one or more sports
* A coaching qualification (or equivalent experience)

# Support for the School

* To assist with after school sports clubs and fixtures
* To drive the school minibus
* Recognise own strengths and areas of expertise and use these to advise and support others
* Participate in training and other learning activities and performance development as required
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of students
* Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
* Attend regular team meetings and briefings with department and whole staff
* Undertake other similar duties and activities that fall within the grade and scope of the post, as directed.

# General

All School staff are expected to:

* Work towards and support the School vision and the current School objectives outlined in the School Improvement Plan.
* Contribute to the School’s programme of extra-curricular activities.
* Support and contribute to the School’s responsibility for safeguarding students.
* Work within the School’s health and safety policy to ensure a safe working environment for staff, students and visitors.
* Work to promote equality of opportunity for all students and staff, both current and prospective.
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

**Person Specification - Sports Assistant**

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|   | Essential  | Desirable  |
| **Qualifications:**  |
| Sports qualification (or experience that demonstrates equivalent professional abilities)  |   | ✔  |
| Solid practical knowledge of playing and coaching  | ✔  |   |
| Understanding of safeguarding  |   | ✔  |
| National governing body coaching qualifications  |   | ✔  |
| **Experience:**  |   |   |
| Evidence of challenging and supporting members of sports teams to improve performance  | ✔  |   |
| Record of developing and sustaining positive working relationships  | ✔  |   |
| Experience of efficient and effective organisation and management systems  | ✔  |   |
| Experience of captaining or coaching successful sports teams  |   | ✔  |
| Experience of working in education  |   | ✔  |
| Experience of managing events  |   | ✔  |
| Knowledge, Skills & Abilities  |   |   |
| Clear spoken English with the ability to communicate clearly in a professional manner  | ✔  |   |
| Ability to manage groups of young people  | ✔  |   |
| Ability to effectively plan, resource and organise projects and tasks  | ✔  |   |
| Ability to remain calm under pressure  | ✔  |   |
| Ability to enthuse students through excellent teaching  | ✔  |   |
| Excellent Interpersonal relationship skills  | ✔  |   |
| High level ICT skills including the use of interactive teaching software  | ✔  |   |
| First Aid Qualification or willingness to undertake training  |   | ✔  |
| **Qualities:**  |   |   |
| Enthusiasm for teaching and learning  | ✔  |   |
| Reliable, honest and trustworthy  | ✔  |   |
| Confident and warm personal presence and presentation  | ✔  |   |
| A ‘can do’ attitude  | ✔  |   |
| Energy, enthusiasm and commitment  | ✔  |   |
| Commitment to continuous professional development of yourself and others  | ✔  |   |
| A willingness to be adaptable, including hours or work (within reason) and to contribute to extracurricular activities  | ✔  |   |

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| Discreet and able to handle work of a confidential nature  | ✔  |   |
| Willing to be flexible and pragmatic when things change  | ✔  |   |
| Be able to relate well to students and parents / carers and have a commitment to positive and healthy outcomes for young people  | ✔  |   |
| Be able to listen effectively and be sensitive to others  | ✔  |   |
| A demonstrable commitment to the safeguarding of students and child protection  | ✔  |   |
| A demonstrable commitment to equal opportunities  | ✔  |   |
| **Other:**  |   |   |
| Good health and attendance record  | ✔  |   |
| A commitment to working as part of a team  | ✔  |   |
| Committed to being a role model for students in relation to overall conduct, including dress code, attendance and timekeeping  | ✔  |   |
| Commitment to the school’s ethos, aims and its whole community  | ✔  |   |

 **About Us**

Lavington is a high achieving school that is imaginative and creative in its approach to teaching and learning and is keen to look for continued and sustained improvement.  We are fully committed to providing high quality education for children whatever their age.  We benefit from a wonderful rural setting, surrounded by beautiful and historic countryside.  The majority of our students live in nearby villages, and thrive in our supportive, positive, nurturing environment, achieving academic excellence for all.

The school enjoys a very good reputation within the community and throughout the county and continues to demonstrate the highest standards of achievement. Much of this success is due to the active partnership of home, school and community, which allows a happy working atmosphere to prevail, where hard work and good behaviour is the expectation. Our students are happy and well-motivated and respectful. They are nurtured through superb individual care, a culture of high aspirations, an extensive leadership and enrichment programme and recognition of their unique talents.

**Applying**

If you would like to apply you should include a covering letter in addition to the application form.  This should be no more than two sides of A4 giving your reasons for applying, your relevant experience and personal qualities you would bring to the role.

Applications should be addressed to Mr Ralph Plummer, Head of School, and emailed to hr@lavington.wilts.sch.uk  Please note that we do not accept CVs.

Interviews will be arranged as soon as possible after the closing date.

If you would like to arrange a visit to the school or have any further questions, please email hr@lavington.wilts.sch.uk

The closing date is **Wednesday 22nd May 2024 at 3.30pm.**

Further information about the school can be found on the website [www.lavington.wilts.sch.uk](http://www.lavington.wilts.sch.uk/)

This role is advertised on the school’s website, eteach and DfE Teaching Vacancies.

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