



EQUA
Multi Academy Trust

WE HAVE A VACANCY
FOR A

Sports Assistant

**WE ARE LOOKING
FOR A SPORTS
ASSISTANT.**

**32.5 HOURS PER
WEEK**

CONTACT US

TEL : 01380 812352



THE ROLE

At Lavington School we believe that high-quality sport, PE and physical activity play a crucial role in young people's lives. Our main goal is to inspire children to be active and to enjoy their best in PE and school sport.

Lavington runs a PE outreach programme for primary schools in the local area who also value the positive impact of PE.

We are looking to appoint a Sports Assistant who can deliver our PE outreach programme, whilst working as part of our PE team. Our ideal candidate will be a sports enthusiast who either holds a national coaching qualification (or is working towards this).

You will be working initially with approximately six primary schools in the Devizes and Lavington area, delivering one-hour lessons as well as organising festivals and competitions. We would be looking for the successful candidate to develop our PE offer to schools as well as organising a summer school activity programme as part of our transition activities.

The successful applicant will need to hold a full driving licence and have access to a car.

The closing date is Friday 15th July 2022.

The role is for 32.5 h.p.w, a total of 41 working weeks per year (term time plus two summer holiday weeks) which is 46.54 paid weeks. The salary is £12 per hour. The actual salary is £18,151 per year.

Next Steps

If you have any questions about this opportunity, please contact us via e-mail to a.matthews@lavington.wilts.sch.uk or call Anna Matthews to arrange a conversation.

Please note: we may hold interviews as and when applications are received and we reserve the right to offer to a candidate prior to the closing date. We only accept applications submitted via email and which are completed before the closing deadline.

JOB DESCRIPTION

Job Title: Sports Assistant

Hours: 32.5 hours per week

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

Effective Date: 1st September 2022

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.

Qualifications 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.

How to apply

Please send your completed application form along with a covering letter of no more than two sides of A4, outlining your suitability for the post to:

a.matthews@lavington.wilts.sch.uk

If you would like to visit the school or if you have any other queries, please email Anna Matthews at a.matthews@lavington.wilts.sch.uk

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS Check.

Job Profile – Sports Assistant

Key Purpose	Leading PE outreach sessions in local primary schools and supporting the PE department in the delivery of PE and extra-curricular sport
Accountable To	Subject Leader : PE
Terms and Conditions:	It is anticipated that the nature of the role will require attendance at sports fixtures both during and after the school day.

Key Accountabilities	Key Tasks
Coaching Pupils	<ul style="list-style-type: none">• Planning and delivering teaching sessions across the Trust schools in accordance with the school's PE Outreach Programme• Managing allocated sports teams• Coaching and officiating at fixtures
Supporting PE Lessons	<ul style="list-style-type: none">• Assisting teachers with the delivery of PE lessons• Covering PE lessons when required, e.g. in case of absence or sickness• Assisting the PE department with administrative and logistical tasks
Supporting the Duke of Edinburgh Award	<ul style="list-style-type: none">• Registering students for the award• Undertaking administration associated with the award as directed by the Assistant Headteacher• Leading DofE groups at both Bronze and Silver level• Assist with the planning and expeditions during the school year
School-wide activities and events	<ul style="list-style-type: none">• Assisting teaching staff at specified events• Performing school duties when required• Attending school trips when required• Driving the school minibus when required
General	<ul style="list-style-type: none">• To assist with First Aid when required• To attend regularly and punctually• To contribute to own professional development through performance review / observation• To contribute to the safeguarding of students and to child protection using the procedures outlined in school policies• To ensure that the school health and safety policy and risk assessments are followed.

Person Specification - Sports Assistant

	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 of work (within reason) and to contribute to extracurricular activities	✓	

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	✓	

<p>To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work commensurate with the level of responsibility of the role not specifically referred to above.</p>
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