

Sports Development Officer - Job Description 2024	
Position	Sports Development Officer (SDO)
Reports to	Director of PE & Sport
Purpose of the post	To work with leaders to develop the high quality sports provision delivered by all staff within the sports department by challenging and supporting colleagues to secure aspirational outcomes for all students. Work with the Director of PE & Sport to lead the development of sports staff within their individual school settings and support them to offer extensive and exciting sporting opportunities. As part of the Trust's growth strategy, develop the current LEO Sports provision, opportunities and events available to LEO Schools and the wider community in Surrey and any other areas identified by the Trust.
Based at	The deployment of any staff member is ultimately decided by the CEO and is influenced by a range of factors. Ultimately, all employees are expected to be flexible in the duties and responsibilities reasonably asked of them in order to meet the operational needs of the Trust, its pupils, and the requirements of educational and pastoral standards of service and care. The SDO will provide a range of quality assurance, training and development or ad hoc cover as required across schools, as well as leading sport in one or more schools.
Scale	Senior Officer 2 (scale points 26-28)
Contract	Permanent The hours worked may vary throughout the academic year but it is expected that the SDO will work, on average, 37.9 hours per week during term time and 31.25 hours per week during school closure periods. On this basis, the SDO will be paid for 52.142 weeks. The exact working hours per week will be agreed between the SDO and their manager according to these expectations.

Main activities

- To assist the Director of PE & Sport, and provide cover for the Director or other colleagues as needed.
- To provide a range of quality assurance, training and mentoring activities for schools and clubs in order to promote a safe and high quality delivery of provision
- To raise the profile of LEO Sports and the LEO Academy Trust, across all current/future Trust or partner schools/organisations and surrounding or target areas.
- To plan and organise sports projects and campaigns with the aim of maximising pupil participation across the Trust and Local areas.
- Be responsible for the growth, planning, organising and running of LEO Sports events.
- To work towards making sport more accessible to everyone and for pupils to live a healthier lifestyle.
- Support the professional development and CPD opportunities within the Sport department.
- To support the professional development of new and underperforming sports staff through modelling, team teaching and monitoring.
- Actively seek out opportunities to share resources, experiences and opportunities for learning across the Trust.
- To collaborate with senior leaders to ensure a varied range of sporting activities, projects or programmes are offered to pupils across the Trust.

- Working with the Central Sports Team to lead a cohesive and team approach to improving all areas of PE and Sport.

Key responsibilities

Achievements and standards

- To be an exemplary sports instructor and take a lead in ensuring excellent standards of teaching of PE throughout the schools.
- To work with leaders to deliver a broad Extra Curricular sports curriculum throughout the Trust's schools. This will involve organising, developing and delivering a varied range of sporting activities, projects or programmes.
- To liaise with relevant outside agencies to promote the wider participation within sport, such as youth services, other schools or MATs, sports coaches and sports councils.
- To work with leaders on the Trust swimming strategy.
- To attend meetings, contribute to discussions, and manage the systems necessary to coordinate the delivery of PE & Sport throughout the Trust.
- To undertake any other duties as may be reasonably directed by the Central Sports Team & CEO.
- Promote cultural entitlement through the signposting of the provision of a broad range of enrichment activities and opportunities including events, trips and visits for all pupils.
- Support sports staff to reach the aspirational targets for students within each member academy.
- Regular monitoring of staff Health and Safety procedures in identified sporting areas e.g. Pupil use of Hockey equipment.
- Work towards developing a greater understanding of unconscious bias and its impact upon sporting opportunities and development of pupils across the Trust.

Leadership and management

- Report to the Central Sports Leaders by providing a professional, positive, pro-active and creative approach.
- Participate in the professional growth process as a reviewee and, where appropriate, as a reviewer to support staff in achieving their targets.
- Model effective teaching practises, organisation.
- Resolve conflict/difficulties involving department colleagues across the Trust.
- Promote the wellbeing and morale of colleagues.
- Challenge and support underperforming sports instructors and apprentices in schools across the Trust.
- Represent the views of the Trust when liaising with relevant outside agencies such as youth services, other schools or MATs, sports coaches and sports councils.
- To ensure equal opportunities with regard to all aspects of practice and provision.

Professional/personal development and wellbeing

- Develop a team ethos among sports instructors, PE coordinators, and apprentices across the Trust.
- Provide scheduled and regular opportunities for sports staff to discuss their own personal development and wellbeing.
- Work to create positive working relationships between the Sports Department, the schools they work within and any outside agencies they collaborate with.
- Ensure that staff are given a full range of teaching experience and allowed to develop different aspects of their teaching.
- Support staff in receiving appropriate CPD which meets the needs of the individual, the school and the Trust.
- Establish effective communication in the department through, for example, the timely preparation of agendas, chairing of meetings and publication of minutes.
- Support sports staff who may have to deal with significant parental concerns with regards to the curriculum, the quality of teaching and learning, provision of teams and organised events.

Learners, parents/carers and stakeholders

- Evaluate the views of students, parents and stakeholders regarding teaching and learning of PE and sporting opportunities and act on recommendations where appropriate.
- Liaise with Trust parents, carers and stakeholders to facilitate the flow of information about Trust wide sporting initiatives and opportunities.
- Make presentations to stakeholders when necessary.
- Make regular contributions to academy newsletters and social media feeds to promote and market best practice learning.

General Information

As a staff member of LEO Academy Trust you will:

Equality of Opportunity	<ul style="list-style-type: none">• Take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.• Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
Confidentiality and Data Protection	<ul style="list-style-type: none">• Treat all information acquired through employment, both formally and informally, in strict confidence.• Be aware of the Trust's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none">• Carry out any other duties as reasonably required.• Participate in the ongoing development, implementation and monitoring of the school and Trust development plan.• Attend regular meetings as required and make a positive contribution during meetings.
Child Protection	<ul style="list-style-type: none">• Be aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.

This job description is current at the date shown but is not intended to be contractual. The Trust reserves the right to make changes to your job description in consultation with you to reflect the needs of the Trust. LEO Academy Trust is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, volunteers, contractors and former staff.

Agreed by:

Person Specification

Qualification and experience

Essential:

- Extensive experience as a schools Sports Coach.
- Evidence of recent safeguarding training
- Good judgement, high levels of personal and professional integrity
- A concern and understanding for children
- Ability to travel between sites
- Evidence of leading sports projects or initiatives
- The ability to establish good relationships

Desirable:

- Level 5 Primary Physical Education Subject Management
- Level 2 NGB Sports qualification
- Variety of NGB coaching courses
- Evidence of leadership experience
- Evidence of delivering effective CPD

Professional development

Essential:

- Evidence of a commitment to own professional development
- Highly effective, sports coach practitioner
- Proven ability to raise standards of colleagues
- Understanding of the pedagogies which underpin effective teaching and learning

Desirable:

- Experience of giving effective feedback to colleagues about professional performance
- Experience of coaching and mentoring colleagues
- Experience of conducting lesson observations and giving feedback
- Experience of carrying out research to improve own practise
- Able to use technology across the curriculum and for administrative purposes
- The ability to lead and foster positive professional relationships and work effectively with teaching staff of varying experience
- Experience of contribution to the professional development/mentoring of colleagues
- Ability to plan and resource effective interventions to meet curricular objectives
- An awareness of Equal Opportunities

Knowledge and skills

Essential:

- Initiative, self-motivation and ability to motivate others
- Excellent communication skills, both written and oral, to communicate effectively with all parts of the Trust's community
- The ability to work with other individuals in a group setting
- A practical commitment to sport and an in-depth knowledge of a particular sport or a range of sports
- A genuine commitment to LEO Academy Trust's aims and ethos

Desirable:

- Negotiation skills and political awareness of current sports issues
- The ability to build up good working relationships with client groups and partner bodies, and work in a team.

- An understanding of how children learn and how involvement in physical activity can enhance this.
- To be familiar with and able to put into practice safeguarding policies and procedures.
- Ability to prioritise workloads and work to deadlines.
- Project-management skills and the ability to manage people, including staff groups with a wide range of experience levels
- The capacity to work independently
- Qualities of sensitivity, humour, enthusiasm, thoroughness and confidentiality
- Excellent organisation, administration and IT skills
- A naturally collaborative team player with a positive approach to change and development
- The professional and personal credibility to inspire and lead