

JOB DESCRIPTION

Job Title: Sports Enrichment Assistant - Sport & PE
Grade: Support Staff Grade 3
Line Manager: Curriculum Manager A Level PE and Enrichment

The Sport and PE Department at the Sixth Form College is a provider of high quality education at an outstanding Sixth Form College. We are a leader in delivery of Cambridge Technical Sport (single and double awards) and A Level PE equipping our young people for the next stage of their lives. We offer a full extracurricular programme enriching the student experience through performance and recreational sporting opportunities. We seek a charismatic and enthusiastic team player for this exciting and rewarding post within our Sport and PE department. As a long-standing and very successful provider of Sport and PE and competitive sports this post would benefit an individual from a wide ranging sports background, coaching background or a sports graduate. This role may suit someone who may be looking to move into a teaching role in the future.

1. Job Purpose

- 1.1 The primary function of this role is to have day to day oversight of the College sports enrichment programme within the Sport and PE department and ensure the everyday running of the competitive sports we offer and to be a major contributor to the positive outcomes of the Sport and PE Department. This role is essential in aiding the smooth delivery of our large sports enrichment programme which will require organisation of all fixtures with schools and colleges, competition organisers and on-site and off-site facilities, and liaising with internal and external coaches, officials and departmental staff. Responsibilities for all sports resources resulting in a safe and productive environment for staff and students.

2. Key Responsibilities

- 2.1 Coordination of the competitive and recreational enrichment programme on behalf of all College staff and external coaches to ensure quality weekly sports fixtures in our performance sports programme. This will include liaising with opposition schools and colleges, external coaches, students, transport and officials as required and flexibility to oversee after college training sessions.
- 2.2 Conduct weekly gym inductions for staff and students for the safe use of the College gym. To support the daily management of the gym and its equipment.
- 2.3 To contribute to the wider College enrichment provision and opportunities accessible to students in the College for example beginner introduction to gym sessions and competitive team sports.

- 2.4 To support collaborative work with our partner schools to include taster events, work experience and facility hire/ use.
- 2.5 Support the enrichment team in developing the performance sport programme at College. This will include maintaining standards and expectations and supporting and enhancing the sporting culture and experience of all our student athletes, College staff and coaches.
- 2.6 Attract positive engagement and relationships with the College from National Governing Bodies and coaching providers to enhance additional coaching or leading opportunities and qualifications and future career opportunities.
- 2.7 Support administration tasks on behalf of the PE and Sport team and coaches to include; answering telephones, admin tasks relating to team sports, updating results on notice boards and online (AoC Sport) and on social media (Instagram, Twitter), creating informative and well-presented displays and noticeboards celebrating student success and producing and monitoring spreadsheets, registers and student attendance.
- 2.8 Support the planning and delivery of a series of annual College events, including the summer term sports trials, practical assessment weeks, sports awards dinner, enrichment fairs, Careers In Sport events, AoC events and open evenings. This may on occasion include college trips or residential events.
- 2.9 Monitoring of the department's equipment and stationery supplies and liaise with PE and Sport staff and coaches on equipment and stationery needs (twice yearly audit).
- 2.10 Work with external suppliers on all aspects of the ordering of College staff and student training kit/ clothing and playing kit.
- 2.11 Organise equipment and playing kit for match days, ensuring the safe and organised storage of equipment and playing kit and keeping kit storage areas tidy.
- 2.12 Attend all meetings and training relevant to the role as well as other events as directed.
- 2.13 Any other reasonable duties that may be required to support the effective running of the PE department or the wider College.
- 2.14 Complying with relevant College policies and procedures at all times and supporting risk assessments processes.
- 2.15 Comply with policies and procedures relating to fraud and irregularities, child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the general data protection regulations. Reporting all concerns to the appropriate person

3. Knowledge, Skills and Experience

Requirement	Essential / Desirable	Source
1. Educated to A level or the equivalent standard	Essential	
2. Excellent interpersonal and communication skills, with the ability to communicate to both students, staff and external companies, including via social media platforms	Essential	
3. A high standard of written English	Essential	
4. Excellent IT skills including Google software (or the ability to get familiar with Google software quickly)	Essential	
5. Good knowledge and experience of a variety of sports	Essential	
6. A coaching qualification (UKCC Level 2 minimum) and experience in coaching a sport	Desirable	
7. A level 2 gym instructors qualification or demonstrable experience of working in the fitness industry or a willingness to complete a recognised gym instructor course	Desirable	Application form/Interview/References
8. Full driving licence	Desirable	
9. Qualification to drive a 16 seater minibus or willingness to learn	Desirable	
10. Good organisational and time management skills with an ability to work flexibly and to deadlines and prioritise demands	Essential	
11. Ability to work independently and use own initiative	Essential	
12. Ability to work as part of a team and demonstrate a flexible approach to work	Essential	
13. A clear understanding of the role of staff in safeguarding students. Discretion and confidentiality with sensitive issues shared within the department	Essential	