



Queen Elizabeth's Grammar School Ashbourne Academy, QEGSMAT

Primary School Sports Coordinator

We have an exciting opportunity for an individual to lead the next stage of QEGS Primary School Sport Provision. This will be a fixed term position until 20th July 2019.

It will involve training and leading our team of QEGS students Sports Leaders, where you will coordinate our Primary Sport Provision. You will need coaching experience and a passion for working with young people. You will believe in the value of physical activity and in developing student leadership skills.

At QEGS, we have an excellent sporting heritage and profile. We believe that being active is the most important habit to develop. As part of QEGSMAT, our vision is to provide the best possible educational outcomes for our pupils and for them to develop and thrive in an environment, which supports students, staff and the community.

The candidate will be an existing coach or trainer who will work the FTE of 2 days (14.8 hours) per week to undertake this role. Part of the time, the successful candidate will be required in QEGS on Monday's and Thursday's between 12.50pm and 15.55pm to coach and develop a team of student sports leaders. The rest of the time will be devoted to sports events and will be dictated by the primary school sports calendar (i.e. flexible).

The essential competencies may be those requested at an initial stage. Desirable knowledge relating to the primary sports programme may be developed during the induction process.

For further information and an application pack please visit our website www.qegsmat.com and click on Careers or telephone 01335 340830.

Closing date for applications: 29th January 2018 Noon

Provisional Interview date: 1st February 2018

Actual Salary: 5/6 (£6,875 - £8,308)

Potential Start date: 19th February 2018



**QUEEN ELIZABETH'S GRAMMAR SCHOOL
ASHBOURNE ACADEMY, QEGSMAT**

JOB DESCRIPTION

Post Title: QEGS Primary Schools' Sports Co-ordinator

Responsible to: Eligible & personalised Learning Leader

Scale: Support Staff Pay Scale 5/6

Weekly Hours: FTE 0.4 (see below for more information)

Weeks Per Annum: 39

Core Purpose:

An existing coach or experienced trainer to undertake FTE of 2 days (14.8 hours) per week as Primary Schools' Sports Coordinator role based at QEGS. Responsible for the development, coordination and implementation of QEGS' Primary school sports provision including: leading and training of Sports Leaders, out of school hours learning, inter and intra school competition and local community links between QEGS and primary 'cluster' schools. This will be a fixed term position until the 20th July 2019.

Overall Role:

- Co-ordination of school sport within a 'cluster' of schools
- Ensure effective implementation of the primary sport element of QEGS School Improvement Plan
- Ensure that the School Improvement Plan complements and enhances school physical education programmes in the between the secondary primary phase.
- Ensure that ALL young people are included in the QEGS primary 'cluster' physical education and sport programme.

Specific Functions

- To co-ordinate the planning of school sport across the 'cluster' of schools, actively involving local sports organisations and sports leaders;
- To monitor and evaluate the cluster's progress in relation to the development plan and contribute to the Sport Premium evaluation process;
- To support leaders of primary PE/sport in developing school sport in their school;
- To develop and implement out of school hours sports activities across the cluster of schools;
- To increase and improve the range of intra and inter school sporting competition in the cluster primaries;
- To engage and involve more young people in community sport;

- To identify, deploy and develop appropriate adults other than teachers and young people as leaders, coaches and officials;
- To promote the benefits and successes of the cluster's work and ensure it has a high profile;
- To train students to become Sports Leaders;
- To continue to develop the QEGS Sports Leader programme;
- To work with RDSSP (J Price) school games (County, Regional and Nationals), player pathways and gifted and talented students.

Overall Functions

- To co-ordinate and lead school sport across cluster of primary schools;
- To ensure the effective implementation of the primary sport elements of the QEGS SIP;
- To ensure that the QEGS SIP complements and enhances school physical education programmes and primary school development plans;
- To ensure that all young people are included in the cluster's physical education and sport programme.

Main Duties and Responsibilities:

Strategic development

- Work with PE leaders to develop and implement a PE and school sport strategy as part of their school development plan;
- Produce an audit and development plan for their cluster of schools that contributes to the overall SIP;
- Effectively implement the development plan in their cluster of schools;
- Collect and collate evidence from the cluster of schools that will contribute to the monitoring and evaluation of the programme, locally and nationally.

PE and Competition:

- Negotiate effectively with primary Headteacher's and their leaders of PE/sport;
- Support the PLTs to share practice across the cluster of schools;
- Work with the PLTs to ensure curriculum and participation continuity within and between Key Stages;
- Working with the schools to develop and implement a programme of festivals and competitions across the cluster of schools;
- Encourage and enable PLTs to support cross phase liaison;
- Make effective use of resources and facilities across the cluster of schools.

Cluster activities:

- Develop and implement a sustainable primary schools' sports programme for the cluster of schools which builds on the PE curriculum;
- Include all young people in the cluster programme (with particular reference to target groups identified through the audit);
- Link the cluster programme to wider school development plans;
- Enhance and extend the programme of intra-school competition within their own school;
- Identify resources, tools and other partners to support and enhance the cluster programmes;
- Make effective use of appropriate coaches/leaders to deliver and support the cluster programmes;
- Enable pupils to take greater responsibility in planning, organising and running cluster programmes.

School to Club and community links:

- Establish and develop sustainable links with local sports clubs and other community providers;
- Encourage and support young people to access local sports clubs and community provision;
- Make effective use of community providers to support and enhance school sport provision across the cluster of schools;

- Work with local appropriate sports clubs and community providers to enable them to include all young people in their provision (with particular reference to target groups identified through the audit);
- Work with local sports development officers, governing bodies of sport and sports clubs to improve and promote their provision for juniors.

Leadership:

- Develop, deploy and support young people as coaches, leaders and officials in own and cluster of schools;
- Identify and utilise resources, tools and partners to support the development and deployment of young leaders;
- Identify links between the development of young leaders and the broader education of young people;
- Recruit, deploy, develop appropriate and retain appropriate coaches/leaders in support of school sport programmes across the cluster of schools;
- Ensure appropriate Safeguarding procedures are in place and are effective;
- Monitor effective use of qualified coaches in support of school sport programmes across the cluster of schools;
- Monitor the ability of coaches, leaders and other coaches to work appropriately with young people in a school based setting.

Raising standards:

- Develop and implement a school sport programme across the cluster of schools that is inclusive of all young people;
- In conjunction with other partners, identify, support and develop talented young performers;
- Work with PE leaders to monitor and evaluate the impact of PE and school sport in raising whole school standards.

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- To maintain an awareness of Safeguarding Children and Every Child Matters initiatives;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Print Name _____

Signature _____

Date _____



QUEEN ELIZABETH'S GRAMMAR SCHOOL ASHBOURNE ACADEMY, QEGSMAT

PERSON SPECIFICATION

Primary Schools' Sports Co-ordinator

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> Sports coaching or teaching qualifications GCSE Maths and English C+ or equivalent 		Certificates
Skills & Qualities	<ul style="list-style-type: none"> Interpersonal Negotiating Communication (Oral & Written) Delegation Team Work Self-Motivation Flexible Organisational & Planning Creativity & Problem Solving Reflective 		Application Interview
Knowledge	<ul style="list-style-type: none"> How PE and sport is delivered in primary schools 	<ul style="list-style-type: none"> How PE and sport is delivered in secondary schools Roles of secondary, primary school teachers Purpose of whole school development plans 	Application Interview Certificates

		<ul style="list-style-type: none"> • Expectations of NC PE at primary and secondary phases 	
Experience	<ul style="list-style-type: none"> • Experience of working with young people • Experienced Sports Coaching or Training • Co-ordinating school sport • Working with primary schools 	<ul style="list-style-type: none"> • Experience of organising and leading events • Implementing community sport projects • Producing, implementing and evaluating development plans • Contributing to the school development plans 	Application Interview

Print Name _____

Signature _____

Date _____