JOB DESCRIPTION

Job Title: Sports Co-ordinator

Grade/Salary: Grade 3, Points 7-11 (£19,554 - £21,166)

Status: Full time - Permanent

Job Location: Bernard Gilpin Primary School

Responsible to: Headteacher

Responsible for: the delivery of high quality sports within the curriculum and at other key points during the school day

Purpose of job:

* To liaise closely with the school P.E. Leader
* To liaise with all staff, particularly class teachers
* Demonstrate a highly professional approach to everyday work
* Be aware of professional standings and maintain professional distance
* Work independently, demonstrating initiative and pro-activity
* Work as part of a team
* Develop and maintain efficient record keeping systems
* Problem solve
* Identify work priorities and manage own workload to meet deadlines
* Maintain positive behaviour and inclusion in accordance with school polices and demonstrate punctuality, behaviour and respect
* Show sensitivity and objectivity in dealing with parents, members of the school community and visitors

Main duties and responsibilities:

* To deliver curriculum based P.E. sessions for pupils in EYFS, KS1 and KS2
* Work closely with and consult teachers, ensuring continuity and progression for all pupils
* Evaluate learning you teach in accordance with school planning, monitoring and evaluations systems
* Produce weekly planning for classes you are teaching and ensuring they are distributed accordingly
* Develop pupils early gross and fine motor skills and encourage pupils physical, intellectual, emotional, spiritual and social development
* Conduct Health & Safety checks on daily basis in all equipment/facilities used
* Contribute to the assessment of pupils progress and maintenance of appropriate records in line with school policies
* Observe and monitor pupils progress, adapting any agreed approach to meet needs of pupils
* Liaise and plan with class teachers to support pupils in their new learning skills
* Provide an activity during daily Breakfast Club, playtimes, lunchtimes and after school clubs
* Assist with maintaining good behaviour of pupils throughout the school at all times
* Provide additional care of pupils with particular needs (learning, behaviour, physical, medical) as part of a planned programme with pupils, ensuring the care, health and well-being of pupils at all times
* Report any concerns regarding Child Protection or children’s’ welfare to the designated teachers
* Attend relevant meetings and contribute to the development of curricular programmes of study, policies and procedures
* Liaise with other professional staff as necessary, which may include outside agencies
* Share skills and knowledge with colleagues

**General Requirements**

* To attend and participate in training and development courses as required
* To participate in regular supervision sessions and annual performance management
* To work collaboratively with colleagues as part of a professional team
* To be an effective role model for the standards of behaviour expected of pupils
* To promote and safeguard the welfare of children and young people that you come into contact with adhering to all specified procedures
* To have due regard to confidentiality, safeguarding procedures, health and safety, other statutory requirements and the policies of the school and Local Authority
* To undertake any other duties commensurate with the post as determined by the Headteacher

**Statutory requirements**

* **The successful applicant will undergo an enhanced disclosure from the Disclosure and Barring Service**
* The postholder must act in compliance with the GDPR principles in respecting privacy of personal information held by the Council and school
* The postholder must comply with the principles of the Freedom of Information Act in relation to the management of school records and information
* The postholder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy, and all other Council policies
* The postholder must comply with the Council’s Health and Safety rules and regulations and with Health and Safety legislation

July 2022