



**GREAT
HEIGHTS**
ACADEMY TRUST

Achieving excellence together

Sports Co-Ordinator

**Bowling Green Academy/West Vale
Academy**

CANDIDATE INFORMATION PACK



▶ Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

▶ We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

▶ Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Current Trust Academies and Designations

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- BOWLING GREEN ACADEMY**
- CARLINGHOW ACADEMY**
- COLNE VALLEY HIGH SCHOOL**
- MARSDEN JUNIOR SCHOOL**
- RAYNVILLE ACADEMY**
- THE GREETLAND ACADEMY**
- THE MIRFIELD FREE GRAMMAR**
- WEST VALE ACADEMY**

English Hubs
Teamworks English Hub @ The Greetland Academy

Great Heights Research School West Yorkshire
Supported by the Education Endowment Foundation

AA Teamworks WEST YORKSHIRE SCITT

Our mantra across our partnerships embraces the following themes:

- G** Great teaching and learning opportunities for all in the partnership
- R** Real life opportunities to develop an understanding of the wider world
- E** Enthuse a love of learning and mutual respect
- A** Academic development to nurture potential for all
- T** Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



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▶ Sports Co-Ordinator

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Position:	Sports Co-Ordinator
Department:	Support Staff Bowling Green Academy and West Vale Academy
Pay Range:	Scale 4
Hours of work:	30 hours Term Time Only
Responsible to:	Principal

Prime objectives of the post

- Arranging and co-ordinating sports activities in the playground for all the children during break times and the school lunch period.
- To ensure that break times are orderly and that all children remain happy and safe during that time.
- Planning and delivering one after school club each day linked to competitive sports.
- Leading on Junior Playleaders over lunchtimes – planning activities that the children run.
- Delivering PE lessons alongside the Teacher to support staff CPD
- Supporting in PE lessons with assessment.
- Planning, risk assessing and delivering in-school sporting events, alongside the PE Co-ordinator
- Supporting the planning and organisation of whole school sports day alongside PE subject leader.
- Training teams of pupils for sporting competitions and organising these events liaising with other local teams.
- Check all PE equipment prior to each lesson and report any defects to the Site Manager/PE Subject Leader.
- Keeping a log of PE stock and ensuring this is kept up to date, replenishing when required.

Statutory Requirements

- It is aligned to the Local Government Terms and Conditions, set out in the statutory guidance.

Membership of the Trust

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture, and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.



Main Duties and Responsibilities

Pupil Support:

- To supervise pupils on the school grounds as per school policy.
- Prepare activities and organising the delivery of sporting opportunities for individuals and groups of children in a safe and caring environment.
- To escort groups of pupils to offsite sporting events.
- Ensure that the children are appropriately dressed for the weather conditions.
- Ensure awareness of any medical needs e.g asthma/hayfever etc.
- Report all accidents and incidents to the PE Subject Leader or Principal and complete accident reporting paperwork accordingly.

Teacher Support:

- Work with teachers in assessments within PE planning.
- Deliver PE to small groups and, on occasion, full classes.
- Deliver outdoor games alongside the class teacher.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating record as agreed with the teacher, contributing to reviews of systems/records as requested.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with the school's policies and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility.
- Coach and support teachers to deliver whole class PE lessons.
- Provide CPD training opportunities for teachers and support staff.
- Work with leaders to develop the PE curriculum planning.

Curriculum Support:

- Under the direction of the class teacher, support groups of children within PE.
- Help pupils to access PE activities through appropriate support as directed by the teacher.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Ensure resources are available for all aspects of PE.

School Support:

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Supervise pupils on visit trips and out of school activities as required.
- Write risk assessments for attendance at sporting events.



After-School Club Supervision:

- Maintain a register of attendees.
- Familiarise yourself with club attendees in particular with regard to any medical/SEN requirements.
- Ensure paperwork for pick-up arrangements and contact information is available.
- Stay until all pupils have been collected and all equipment has been put back in its rightful place.

General

- To uphold the Nolan Principles of public life.
- To support the Trust climate for learning and a culture of achievement and high expectation.
- To develop effective working relationships within our Trust schools, external partners, and other agencies to promote continuity of learning.
- To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.
- To fully participate in CPD and appraisal activities.
- The post holder is responsible for implementing the vision for the Trust, which inspires and motivates the Trust partners and community.
- This job description is not intended to be comprehensive, and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust’s responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn’t just about the very old and the very young, it is about everyone who may be vulnerable.

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Name:

Signed:

Date:

**Person Specification:** Sports Co-Ordinator**Key to identification:** A = Application I = Interview R = Reference

Qualifications/Training	Essential	Desirable	A/I/R
Good standard of education to GCSE equivalent in PE, English, Maths and ICT Skills.	✓		A/I
Current first aid qualification		✓	A/I
Qualifications linked to primary education		✓	A/I
A Level in PE or equivalent		✓	A/I
Minibus driver trained		✓	A/I
Willingness to undertake any training made available through the school	✓		A/I
Safeguarding training.		✓	A/I
Experience	Essential	Desirable	A/I/R
Experience of working with children	✓		A/I/R
Experience in the planning and delivery of sporting activities		✓	A/I/R
Experience of working with a primary school		✓	A/I/R
Experience of working within a team		✓	A/I/R
Knowledge and understanding	Essential	Desirable	A/I/R
Ability to follow instructions as required	✓		A/I/R
Experience of following plans/guidance in small group work	✓		A/I/R
Knowledge of safeguarding procedures	✓		A/I/R
Knowledge of writing risk assessments		✓	A/I/R
Knowledge of Real PE Programme		✓	A/I/R
Knowledge of Safe Practice in Physical		✓	A/I/R



Education School Sport & Physical Activity.		✓	A/I/R
Personal Qualities	Essential	Desirable	A/I/R
Reliable	✓		A/I/R
Ability to establish positive relationships especially with children	✓		A/I/R
Ability to work as part of a team	✓		A/I/R
Patient and sensitive to the needs of children	✓		A/I/R
Ability to work under teacher direction	✓		A/I/R
Ability to respect confidentiality	✓		A/I/R
Enthusiastic and versatile	✓		A/I/R
The ability to be calm and patient whilst working with primary age range children.	✓		A/I/R
Be consistent in expectations of behaviour	✓		A/I/R
To be able to use initiative and explore learning possibilities.		✓	A/I/R



► Reasons to work at Great Heights Academy Trust



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

