



Job Description

Job title: Sports Development Officer
Reports to: Director of Sports Partnership
Location: Leigh Academy Tonbridge - travel to local and surrounding areas

Job purpose

Reporting directly to the Director of the Leigh Academy Tonbridge Sports Partnership(LATonSP) and operating as part of the School Sport Partnership, you will provide a diverse range of school sport opportunities to our member schools. Through consultation; you will expand, develop and deliver the LATonSP package services, enabling schools and pupils in the local areas to engage in positive activities.

Your primary focus will be working across our member schools supporting Physical Education, extracurricular sport activities and health initiatives. You will explore, and participate in new activities which enable and encourage young people of all abilities to participate in an active and healthy lifestyle, developing a greater understanding of cultural diversity and providing the support needed to empower local young people to become community champions.

The role will require you to work with our network of sports clubs, schools, partners and communities, identifying new opportunities for young people to make informed choices about out of school activities. The PE and School Sport Coach will be the key driver for supporting and delivering our membership packages that engage and motivate schools, teachers and pupils in School Sport and Physical Activity.

Main Duties

- To support, develop, and deliver the School Sport Partnership membership packages and events programme throughout the academic year.
- To deliver PE and School Sport sessions within primary schools including supporting the training programme with member schools to effectively develop teacher's confidence and competence at teaching PE.
- Develop good relationships with specific strategic partners, local organisations, authorities and governing bodies and enhance funding requirements as appropriate.
- Support and manage the day to day tasks of the School Sport Partnership to ensure effective running and delivery of the membership packages and objectives of the organisation.
- Maintain a good knowledge of National and local initiatives which are of benefit to the School Sport Partnership and are in line with the organisations objectives.
- To develop an understanding of diversity and inclusion for engaging young people who are underrepresented in physical activity.
- Deliver and evaluate a programme of training and development opportunities for young people related to Leadership, activities and healthy lifestyle.
- Effectively monitor, collect data, report and evaluate all aspects of work- in particular children's progression in PE
- Support schools with development and organisation of PE and Sport in an administrative form by working alongside PE coordinators.

- Displays a commitment to the protection and safeguarding of children, young people and vulnerable adults
 - Work within guidelines of the School Sport Partnership policies and procedures
 - Carry out any other duties as required including ;
- o Attend, where appropriate, local and national meetings
 - o Maintain a good knowledge of National and local initiatives which are of benefit to the organisation
 - o Attend and support delivery of the School Games Programme of events and competitions
 - o Develop good relationships with partners and local organisations
 - o Contribute to the development and delivery of strategies that encourage participation

Person Specification

Essential	Desirable
Qualifications + Experience	
<ul style="list-style-type: none"> ● Hold a full UK Driving License ● Excellent knowledge of the National Curriculum and Primary Sports Premium funding 	<ul style="list-style-type: none"> ● Bachelors Degree ● Level 2 Coaching Qualification ● 1+ year experience in coaching and teaching physical education ● 1+ year experience in coaching sports clubs ● Level 1 Cheerleading Coach ● Level 1 + Level 2 Gymnastics ● Experience in delivering events ● Experience of working with SEND Children
Skills + Attributes	
<ul style="list-style-type: none"> ● Proven success behaviour management of primary school pupils ● Excellent communication skills both written and oral ● Able to negotiate and hold high standards within your work ● Able to analyse information quickly and make decisions ● Successfully work with young people to encourage them positively in PE and School Sport ● Ability to think ahead and organised in all aspects of work ● Manage time effectively and productively, a self starter. 	<ul style="list-style-type: none"> ● Experience of project management
Personal Qualities	
<ul style="list-style-type: none"> ● Develop positive professional relationships with schools, teachers and pupils ● Approachable ● Self-motivated ● Flexible ● Calm and Organised ● Resilient ● Excellent Self Manager ● Flexible approach to working hours to meet the needs of the organisation 	

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education](#) document (Department of Education).

Notes

The 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 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/business unit at the reasonable discretion of the Principal/Director. 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.