

The Discovery School



JOB DESCRIPTION

SPORTS LEADER

Name:

Team: Support

Pay Grade: Kent Range 5

Responsible to: Head Teacher

DUTIES AND RESPONSIBILITIES:

- All duties will be carried out within recognised procedures or guidelines.
- May include ad hoc duties, which require some initiative.
- Will make day-to-day decisions about own workload and that of others.
- There will be some need to interpret information or situations and to solve more complex problems.
- Communicate varied information effectively with a range of audiences.
- Problems will be referred to a member of the Senior Leadership Team (SLT).

Examples of duties to be carried out at this level:

Please note that this list is not exhaustive and is intended to provide an example of duties only:

- Plan and organise a range of lunchtime sports and other physical activities outside that encourage positive participation by the children.
- Ensure sports equipment and resources sufficient and are well-maintained.
- Lead training and coaching of other Lunchtime Support Staff.
- Direct supervision of pupils throughout the midday break, i.e. from the end of morning session until the start of the afternoon session.
- Supervise all areas where pupils congregate during the lunch break.
- Ensure that any incidents of unacceptable conduct are dealt with in line with the School's Behaviour Policy.

- Undertake direct supervision of a sporting activity during lunchtimes.
- Maintain an acceptable standard of conduct and safety as laid down in the school policies, by dealing with any problem, minor injuries and reporting breaches of discipline to an appropriate member of staff.
- Any other related duties as directed by the Senior Leadership Team (SLT).
- To take responsibility for ensuring appropriate health and safety decisions are made when selecting play equipment, including any necessary risk assessments, or that concerns are referred to a member of the SLT.

Signed:.....(Post holder)

Date:.....

Signed:.....(Headteacher)

Date:.....

NOTE:

The duties and responsibilities of this post may vary from time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headteacher in light of any changing requirements, and in consultation with the post holder. This job description is a description of the job to be undertaken and performed to the satisfaction of the Headteacher by the post holder. It does not form part of the contract of employment.

PERSON SPECIFICATION

| Criteria | Essential to basic performance of job | Required for fully competent performance of job |
|------------------------------|---|---|
| Knowledge: | | |
| Technical or specialist | Experience of working with children | Broad knowledge of first-aid |
| | Broad knowledge and understanding of medical conditions such as asthma, epilepsy etc. | Supervisory experience |
| | Knowledge of a range of sports suitable for pupil participation | |
| Literacy and numeracy | Ability to follow written guidance and procedures | |
| | Able to complete records, e.g. incident report forms | |
| Organisational | | Knowledge of appropriate school policies and procedures |
| | | Broad understanding of a school structure |
| Knowledge & use of equipment | Knowledge and ability to use and assemble a range of equipment | |
| Mental Skills: | | |
| Problem solving | Ability to recognise and take action against disruptive behaviour from pupils | |
| | Ability to organise and manage timetabling and rosters | |
| Planning ahead | Short/medium term planning of activities | |

| Criteria | Essential to basic performance of job | Required for fully competent performance of job |
|---|---|---|
| Interpersonal & Communications Skills: | | |
| Caring skills | Sensitivity to pupils' individual needs when providing personal care or administering first aid. | |
| | Ability to empathise with pupils, in order to maintain appropriate behaviour during school breaks | |
| Training and / or presentation skills | Carry out training of new lunchtime staff | |
| Advising / guiding skills | Advise and guide pupils on the best way to handle situations | |
| Negotiating, influencing or conciliating skills | May be required to conciliate between pupils that have a disagreement | |
| Verbal and written communications skills (including use of languages) | Able to communicate effectively with pupils, parents, visitors and other staff at all levels | |
| | Contribute to meetings/review groups about pupil behaviour as appropriate | |
| | Will be required to record incidents in an appropriate school record as necessary | |

| Criteria | Essential to basic performance of job | Required for fully competent performance of job |
|--------------------------|--|---|
| Other attributes: | | |
| Level of autonomy | <p data-bbox="619 327 992 470">Able to manage own work under the guidance of the Head Teacher or other senior member of staff</p> <p data-bbox="619 506 1008 647">Able to identify problems and conflicts between pupils and take appropriate action</p> | |