

PAIGNTON ACADEMY

BAY EDUCATION TRUST

SCHOOL GAMES ORGANISER

JOB DESCRIPTION

**Job Title:** School Games Organiser for Torbay (based at Paignton Academy)

**Accountable to:** Cluster Development Manager

**Job Purpose:** Deliver of all aspects of the School Games programme across Torbay, including the coordination of calendars, competitions, festivals and events

**Appointment:** Fixed Term Contract until 31 August 2020 (3 days a week); subject to funding

**Pay Scale:** Grade I Point Range 28 – 31, £31,371 - £33,799 per annum. Pro rata salary for 22.5 hours per week, 40 weeks per annum at starting point 28 - £16,756.34

**Main Duties and Responsibilities**

* Manage the School Games programme and be the main point of contact for Torbay schools.
* Manage and deliver the calendar of school competitions, festivals and events.
* Meet nationally prescribed KPIs and report progress against these on a termly basis.
* Increase the number of schools across Torbay participating in the School Games.
* Support the coordination and delivery of the Lead School programme for Leadership, Coaching and Volunteering.
* Promote ways in which the School Games and competitive sport can contribute to school priorities and support the aspirations and achievements of young people in local schools
* Work with other SGOs and the Local Organising Committee to ensure a structured and progressive competition calendar is published, that meets the needs of **all** young people across Torbay schools, and increases the number of competitive sport fixtures.
* Ensure the local competition calendar is aligned to club pathways and competition priority formats as defined by the NGBs.
* Ensure the provision of inclusive and targeted opportunities for young disabled people to access competition through the School Games.
* Be a champion of 30 active minutes per child, per day, in schools and supporting schools in meeting this ambition.
* Sustain young peoples’ commitment to an active lifestyle by ensuring all School Games activity at intra and inter links to a wide range of club and community opportunities.
* Support schools with identifying and accessing exit routes for children and young people to continue participation.
* Support schools to achieve their School Games Mark.
* Develop the workforce required to activate 30 active minutes per child, per day in schools and the School Games at all levels locally.

**SCHOOL GAMES ORGANISER**

**PERSON SPECIFICATION**

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|  | **Essential** |
| Minimum of 3 Years’ experience in Sport and/or Education.  | **✓** |
| Educated to degree Level or equivalent in a relevant subject | **✓** |
| Knowledge of the School Games programme and other national strategies for sport.  | **✓** |
| Knowledge of key national, regional and local sporting structures including Sport England and National Governing Bodies of Sport | **✓** |
| Knowledge and understanding of safeguarding with respect to children and young people. | **✓** |
| Well organised, good time manager able to meet deadlines | **✓** |
| Good management, leadership, communication and interpersonal skills | **✓** |
| Able to work with minimum supervision | **✓** |
| Ability to present, lead, guide and inspire colleagues and young people involved in the School Games programme through group and individual working | **✓** |
| Excellent ICT capability e.g. office | **✓** |
| A flexible approach to team working and proven capacity for hard work | **✓** |
| Experience of planning and delivering successful events. | **✓** |
| Integrity, enthusiasm, sense of humour, ability to manage stress effectively, high energy levels | **✓** |
| A liking of young people with a passionate desire to see them reach their full potential | **✓** |
| A sound understanding of sports development principles | **✓** |
| Commitment to delivering out of school hours activities across Torbay | **✓** |
| Experience of cross-phase, multi-agency partnership working | **✓** |
| Ability to monitor and evaluate the effectiveness of the programmes and initiatives implemented through the programmes, to include experience of budget management and control of finances | **✓** |
| Good written and spoken English | **✓** |
| 2 references which confirm no issues evident in terms of child protection issues and disciplinary procedures | **✓** |
| References which confirm satisfactory standard of work, relationships with pupils and relationships with staff and parents | **✓** |
| Commitment to safeguarding young people, appropriate DBS record | **✓** |