Job Description



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| **Job Title:** | School Sports Leader (Dance & Multi-sport) |
| **Grade:** | Grade 2 SCP 10-14 (£15,861 - £16,781pa) |
| **Responsible to:** | Senior School Sports Development Officer |
| **Location:** | Various Schools across Salford |
| **Responsible for:** |  |
| **Hours of Duty:** | 36 hours per week |

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| **Purpose and Objectives of Post:** |
| To deliver a high quality School Sports Coaching Programme, specialising in Dance, to schools across the City as directed by the Senior School Sports Development Officer. |

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| **Main Duties and Responsibilities:** | |
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| 1. | To deliver high quality school sports coaching, specialising in Dance, to schools across the City during term time and to develop and maintain a professional relationship with the schools. |
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| 2. | To agree content and work with Senior School Sports Development Officer to ensure that all sessions are delivered by using the lesson plans provided. |
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| 3. | To evaluate sessions and agree amendments to lesson plans with the Senior School Sports Development Officer, in light of such an evaluation. |
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| 4. | To develop links with school and voluntary sports clubs to ensure that school club links are established. |
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| 5. | To keep relevant records for all sessions taken and ensure that all necessary administration duties are adhered to. |
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| 6. | To ensure health and safety at all sessions is undertaken. |
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| 7. | To work, when required, on SCL Community projects, mainly during School Holidays when leave has not been requested. |
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| **Corporate Responsibilities** | | |
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| 1. | To ensure high levels of professional conduct at all times, with particular reference to punctuality, dress, presentation and administration. | |
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| 2. | To ensure that customer care is the major priority for service provision. | |
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| 3. | To ensure the service is promoted efficiently, effectively and in keeping with the corporate image of Salford Community Leisure. | |
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| 4. | Considerable importance is attached to the public relations aspect of all work undertaken by Salford Community Leisure staff. It is expected, therefore, that the post holder will at all times project to the public the image of Salford Community Leisure as being keen to assist wherever possible, and positively promote the work that SCL does across its various services | |
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| 5. | SCL expects all its employees to have a full commitment to the SCL’s Equal Opportunities Policy and acceptance of a personal responsibility for its practical application.  All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of SCL. | |
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| 6. | | To ensure all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner |
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| 7. | | To act at all times with due regard to Salford Community Leisure’s Health and Safety Policies and related Codes of Practice |

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| **Review Arrangements** |
| The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, SCL will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time. |

**Date, Job, & Description Prepared/Revised: September, 2017**

**Prepared by: Chris Finch**

**Agreed by Post holder:**

PERSON SPECIFICATION – School SPORTS Leader (MULTI-SPORT) – SCL GRADE 2

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

| **Criteria** | Essential | **Desirable** | **To be measured by** |
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| **Qualifications** | Hold a current recognised level 2 National Governing Body award in relevant sport  Hold current dance teaching qualification with recognised dance committee. | Level 1 National Governing Body award in additional sport(s)  Working towards a Level 2 coaching award in one or more sports  First Aid qualification | A / C |
| **Skills** | Up to date knowledge about coaching methods and techniques in your chosen sport(s) | An understanding of the principles of Sports Development | A / I |
|  | Good organisational skills | Working towards higher level qualifications | A / I |
|  | Good communication skills |  | A / I |
|  | Able to demonstrate enthusiasm and good leadership |  | I / P |
|  | Ability to work without supervision |  | A |
|  | Ability to set up planned sessions according to the needs / abilities of the participants |  | A / I |
|  | Ability to compile progress / evaluation charts and monitor progression |  | A / I |
| **Experience** | Coaching experience with children and schools | Links with National Governing Bodies / or Sports Clubs | A / I |
|  | Experience of organising competitions | Experience of promotion of sport | A / I |
|  | Coaching experience with children with disabilities |  |  |
| **Knowledge** | Knowledge of First Aid | Knowledge and understanding of the PE curriculum and current assessment criteria | A / I |
|  | Knowledge of Health & Safety at work | Understanding and experience of Risk Assessments | A / I |
| **Other** | Must be available to work in school term time at various locations throughout Salford |  | A / I |
|  | Must have a vehicle which can be used for the post |  | A / I |
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**Method of assessment (\* M.O.A.)**

**A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test