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**Job Description**

**Post Title:** SCHOOL GAMES ORGANISER

# **Job Purpose**: To organise and deliver competitions and events.

# To sustain and develop links with other schools, local clubs and sports associations for all young people to engage in appropriate competition as part of the national school games framework.

# To act as an ambassador of the school

**Responsible to:** Head of PE, Headteacher, Business Manager

**Line Management:**  n/a

**Liaising With:** Governing Body, Headteacher, Senior Leadership Team, teachers and support staff, pupils, DfE, LA, other Schools, external organisations and national bodies, parents, local politicians, community and business representatives.

**Salary /Grade:** Grade 8 (NJC 31 to 36) plus travel expenses

Fixed term contract ending 31/08/2020

(Subject to the continuation of Sports England SGO funding)

##### Working Time: 22.5 hours per week Term Time only

3 days a week (including 30 minutes unpaid lunchbreak)

**DBS DISCLOSURE:** Enhanced

**GENERAL OVERVIEW OF DUTIES AND RESPONSIBILIIES:**

# **MAIN DUTIES**

1. To ensure co-ordination and delivery of a calendar of School Games local heats and trials events in Wigan East area at intra (Level 1) and inter (Level 2) school level, ensuring that these competitions lead into regional and/ or County Finals (Level 3).
2. To co-ordinate planning and delivery with fellow School Games Organisers (SGOs) to ensure that there is effective organisation and delivery of a programme of intra and interschool competition, based on the national framework, as well as local priorities which link in with the School Games.
3. To identify gaps in provision and to work with NGBs, Sports Clubs, schools and other organisations to fill those gaps and ensure that all School Games sports are delivered in line with NGB competition calendars and priority competition formats.
4. To work with a range of local arts/cultural groups and agencies to ensure the development of a cultural component to the School Games and local festivals of sport where appropriate.
5. To work strategically with key partners across the Wigan East area to provide effective promotion, monitoring & evaluation of projects and programmes linked to the development of the School Games & national school sport competition.
6. To ensure the provision of inclusive and targeted opportunities for young disabled people to access the School Games heats, trials and finals including the staging of specific 'Paralympic themed' local events.
7. To ensure quality assurance of events and competitions.
8. To explore and apply for additional funding at both a local and a national level to further develop school sport and competition
9. To ensure all processes and procedures comply with Lowton Church of England’s financial and other regulations and meet the requirements of funding agencies.
10. To support young people in accessing quality coaching, progressing to higher level competition and moving into club settings. This will be achieved by working closely with the GreaterSports, Youth Sports Trust, NGBs and clubs.
11. To organise and co-ordinate the School Games area heats and competitions ensuring that as many state and independent schools as possible in the area take part and continue engagement in competition.
12. To provide monitoring and evaluation of competition including reports and statistical data as required
13. To develop and manage a workforce of teachers, non-teaching staff, parents, volunteers (particularly young leaders) required to activate the School Games at all levels.
14. To sustain and grow the existing network of Change 4 Life sports clubs in primary and secondary schools, ensuring that there are opportunities for young people to progress into the intra and inter school levels of the School Games as well as local sports clubs.
15. To plan and organise access to specialist coaches, training equipment and training for non-teaching staff to assist schools (particularly primary and special schools) in delivering a range of lunchtime and afterschool programmes.
16. To work with the Business Manager and Head of PE to manage funds in relation to the school games programme and provide regular reports on effective use of resources, benefits and objectives.
17. To organise planning and evaluation meetings at local level with Heads of PE and PE Coordinators in schools, to develop PE and to ensure the effective delivery of support is offered.
18. Any other duties commensurate with the overall scope of this position.

**GENERAL**

1. Ensure that members of the relevant team are kept informed of service requirements and standards.
2. Communicate effectively (as and when required) both internally and externally. This may typically include other team members, staff, parents, LA, partner schools, higher education, industry, relevant external organisations and agencies.
3. Help foster a positive culture by upholding the vision and aims of the school.
4. Work co-operatively with, and in support of everyone at the school.
5. Work with pupils and staff in courteous, caring and responsible manner.
6. Work with visitors in such a way that it enhances the reputation of the school.
7. Play a full part in the life of the school community, support its distinctive mission and ethos, promote the school’s image and encourage staff and students to follow this example.
8. Help support the LEARN agenda.
9. Ensure compliance with legal, regulatory, ethical and social requirements (this may include legal requirements for worship).
10. Support the school in helping to prepare for external inspections (i.e. OFSTED, Church)
11. Contribute to the school development plan and attend inset training as and when required.
12. Promote actively and follow the school’s policies including equality, health & safety and safeguarding, and if required undertake necessary risk assessments where appropriate.
13. Protect the School environment by making sure working areas (including classrooms, shared areas, stockrooms and workstations) are tidy, clutter free and safe to use.
14. Adhere to and support the school’s staff dress code.
15. Adhere to and support the school’s staff routines policy.
16. As a user of the school’s network, comply with the school’s IT Code of Practice and understand that the school may monitor your emails and internet activity.
17. Comply with the schools policy on Data Protection being particularly careful with sensitive personal information about children and the school.
18. Ensure that documentation is provided as and when required (this may typically include a DBS certificate, evidence in support of your job application, emergency contact details, personal banking information in order to make payments to you, medical certificates when you are absent and vehicle insurance details if you are intending to use your vehicle for work)
19. Undertake any other reasonable duties commensurate with the grade and job title as directed by the Headteacher.
20. Staff with term time contracts should wherever possible take holidays during school closure times. Requests to take holidays during term time will be treated on an individual basis. However in order to minimise disruption to the school, management reserves the right to refuse any requests from staff wanting to take holidays during term time.

**SIGNATURES**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed……………………………… Dated…………………….

 Post holder

Signed............................................. Dated ……………………

Business Manager

**Person Specification**

**ESSENTIAL**

**Relevant Experience**

* Relevant work experience in a school, school sports partnership or sports development context
* Successful experience in engaging with and supporting young
* people/volunteers/teachers in a sport related setting
* Experience in working with a wide range of Partners
* Experience of working strategically
* Wide experience in managing and co-ordinating sports events and/or competitions
* Experience of working with key partners including schools, national governing bodies of sport and school sports associations
* Experience of engagement with monitoring of evaluation of programme delivery
* Excellent knowledge of sports structures from local - national level and a proven track record of achievement
* Understanding and commitment to physical education, school and community sport

**Education and Training**

* Degree in a relevant subject or the ability to demonstrate equivalent experience and ongoing continuing professional development
* Evidence of further professional studies in physical education or sport
* Knowledge and understanding of safeguarding children and young people
* **Communication:**
* Excellent communication and inter-personal skills, with the ability to motivate, persuade, negotiate and influence both orally and in writing.
* Computer literacy (this should include e-mail and intranet use and knowledge of
* Microsoft office systems such as Word and PowerPoint)

**Self motivation:**

* The ability to meet objectives on own initiative
* Committed to continuous self-development
* A willingness to work long and unsociable hours when required

**Teamwork:**

* Willing to lead specific areas of teamwork, and ensure other team members are aware of roles and responsibilities
* Ability to adopt a flexible approach to working methods when working to your own initiative and as part of a team
* Ability to establish and maintain good working relationships
* Understanding the dynamics of team work when this incorporates other organisations and individuals that need to be influenced/supported in achieving team goals

**Organisation:**

* Excellent personal organisation skills
* Able to prioritise/meet deadlines as and when required
* Able to cope with unexpected and stressful situations

**Response to change:**

* A willingness to keep abreast of developments and make a contribution to the planning and implementation of change
* Ability to lead the implementation of change in relation to role responsibilities in line with the national competition framework for young people
* Able to contribute to change processes and implement areas in line with role responsibilities

**Other Considerations**

* Demonstrate a commitment to equal opportunities
* The ability to travel independently throughout the west of England

**DESIRABLE**

* Qualifications in sports coaching or officiating