

Job Description

Job Title: Sports and Activities Lead
Reports to: Curriculum Operations and Student Progress Manager
Department: Education
Salary: £29,421.69
Contract: Part time 0.5 FTE

Purpose

To establish, lead, manage and develop the sports and related activities at Homefield College. The role will work across the curriculum to enable students to recognise and develop their skills and will lead the expedition programme to ensure that students with SEND can both participate and achieve their both within competitions and for themselves.

Equality

Empowerment

Respect

Sustainability

Core Focus

- To create and run an effective programme across the college, establishing a comprehensive range of sport and in inclusive competitive activities
- To ensure that effective policies are in place so that the college can operate safely
- To ensure that relevant policies and procedures are implemented and updated where required
- To promote sport across the college and encourage students to participate in a wide range of activities
- To manage the budget and equipment associated with the delivery of the programmes
- To undertake training and train other staff to enable the requirements of the programme
- To manage and undertake the risk assessment process associated with the operation of the programmes
- To develop partnerships with external organisations, community groups and other colleges to develop sport
- To plan, staff and organise the annual calendar of events,
- To attend training sessions, Award Ceremonies, and other events, as necessary
- To ensure compliance at all times with college policies but with particular regards to Health and Safety and Safeguarding

General Responsibilities for all Staff:

- Ensure that all beneficiaries are treated with dignity and respect.
- Empower students and residents to maintain their personal independence and confidentiality.

- Contribute positively to a high-quality teaching, learning and caring environment.
- Comply with health & safety and safeguarding regulations.
- Any other reasonable duties commensurate with role as required.

Person Specification

Education & Qualifications

Attribute	Criteria	Evidence
Qualified Level 3 or above in sports or related subject	Essential	Certs
Qualification in understanding of special education needs	Desirable	Certs
Level 2 or above in English and Maths	Essential	Certs
Educated to Level 3 in required subject	Essential	Certs
Evidence of recent and ongoing continual professional development	Essential	App Form & Int

Experience, Knowledge & Abilities

Attribute	Criteria	Evidence
Experience of Co-ordinating and leading sports activities	Essential	App Form & Int
Experience of leading a qualification or award across an organisation	Desirable	App Form & Int
Experience of conducting risk assessments and of operating high standards of care and safety within the working environment	Essential	App Form & Int
Experience of leading a team of staff outside of the normal working environment	Desirable	App Form & Int
Experience of operating within an education environment, ideally with SEND students	Essential	App Form & Int
Able to demonstrate effective problem solving within the workplace	Essential	App Form & Int
Experience of partnership working within the wider community	Essential	App Form & Int

Interpersonal Skills & Qualities

Attribute	Criteria	Evidence
Effective and engaging presentation skills for delivery to staff and students	Essential	App Form & Int
A good standard of written English to develop procedures	Essential	App Form & Int
Well -developed oral and written communication	Essential	App Form & Int
Able to demonstrate excellent organisational and administrative skills	Essential	App Form & Int
Able to develop credibility and earn the confidence of staff, students and parents.	Essential	App Form & Int
Able to demonstrate a high level of integrity and professionalism	Essential	App Form & Int

Note: This job description and person specification is not an exhaustive description – it is a guide and will be subject to review to meet the service / business needs.