JOB DESCRIPTION

**SPORTS ENRICHMENT OFFICER**

**Salary:** TA B – **Grade 5** £18680 - £19520 p.a. full time equivalent. £11417 - £11931 (pro-rata).

**Hours:** 26.25hours per week (11.45 a.m. – 5.00 p.m.) term time only.

**Support for the Sports Coach/Class Teacher:**

* To plan high quality P.E. for pupils with a dual focus on participation and excellence.
* To deliver core sessions in a range of sports and evaluate their effectiveness.
* To organise and/or provide instruction in a wide range of sports.
* Work as required in all key stages within the school.
* To direct, support and mentor the Sports Enrichment Assistant.
* Prepare and maintain equipment/resources and assist pupils in their use.
* Lead after school sports clubs and activities.
* Lead sports teams and attend school sports competitions/fixtures.
* Write sports reports for competitions/fixtures.
* Lead sports activity sessions during the school holidays on agreed dates.
* To work closely with colleagues and external partners to coordinate school sports competitions.
* To assist in identifying talented young people and support them in the development of pathways into elite and community sport.
* To provide administrative duties, e.g. maintain accurate attendance registers and carry out risk assessments.
* To drive hired minibuses to events and fixtures, as required.

**Support for pupils:**

* Ensure all pupils have equal access to opportunities to participate in sport and P.E.
* Establish and maintain relationships with individual pupils and groups.
* Encourage pupils to show good sportsmanship and work co-operatively.
* Liaise with class teachers to identify the individual needs of pupils attending sessions and to plan accordingly
* Give regular feedback on pupils’ progress to the Class Teacher.
* Record pupil assessments on electronic systems.

**Support for the school:**

* Be aware of and comply with policies and procedures relating to child protection, health and safety and confidentiality and report any concerns to the relevant member of staff.
* Participate in training and other learning activities and performance development as required.
* Accompany teaching staff and pupils on fixtures, visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
* Attend relevant meetings as required.
* Develop and maintain good working relationships with colleagues and other professionals.
* Liaise with parents/carers as appropriate.
* Contribute to the overall ethos/work/aims of the school.
* Undertake any other reasonable duties as requested by the Headteacher.

Signed…………………………………………… (Headteacher) Date……………………………………

I acknowledge that I have seen and received a copy of the above job description.

Signed…………………………………………… (Member of staff) Date……………………………………