

<b>Post Title</b>	Sports Coordinator
<b>Purpose</b>	To assist the Sport and Enrichment departments to deliver high quality sports and physical activity sessions which are inclusive to all students.
<b>Responsible to</b>	The Principal through the Assistant Head of Department: Sport, Head of Department: Sport and Head of Faculty.
<b>Liaising with</b>	Relevant staff with cross college responsibilities, e.g. Additional Learning Support staff, teachers within the department and faculty, Tutors, Heads of Hall, support staff and technicians.
<b>Remuneration</b>	SFCA Support Staff pay spine points 10 – 12 (£26,666.00 - £28,408.00 per annum, pro rata) Term time only position.

## Main Duties and Responsibilities

<b>Facilitation of Sport and Physical Activity</b>
<ul style="list-style-type: none"> <li>To work with the Assistant Head of Department: Sport to ensure a wide range of enrichment sports activities are available to students.</li> <li>To deliver and lead on different sport activities, and other activities if appropriate, within the enrichment programme offer, complying with college policies including but not limited to, attendance, safeguarding and health and safety.</li> <li>To work towards arranging and delivering inter-hall sports competitions.</li> <li>To connect to existing opportunities available in the local area and signpost students to these.</li> <li>To facilitate coaching of sports sessions and activities within BTEC Sport and enrichment sessions.</li> <li>To write and collate match reports for college sports teams to publish across college platforms, including the college website.</li> <li>To arrange fixtures, match officials and transport for college matches.</li> <li>To be an advocate for sports development within the college.</li> <li>To work towards the recruitment, management and deployment of a small team of student sport leaders to deliver a wider student sport offer.</li> <li>To support equality and diversity within college sport.</li> <li>To attend staff meetings and training as required.</li> <li>To engage in Continuing Professional Development in PE and Sport.</li> <li>To comply with and be aware of the College's Health and Safety Policy and associated procedures.</li> <li>To help plan and organise trips for teams and other groups of students in the local area, for example to team fixtures.</li> <li>To support a team of sports coaches, ensuring they are aware of fixtures and training schedules and supporting them with any issues.</li> <li>To manage the bookings of external sports facilities where necessary.</li> </ul>
<b>Staffing</b>
<p><i>Staff Development</i></p> <ul style="list-style-type: none"> <li>To complete new staff induction activities.</li> <li>Complete a programme of staff development activities including those relating to statutory requirements, for example on Safeguarding or GDPR commitments.</li> <li>To undertake further staff development where appropriate, including attending Awarding Organisation training, for example, as directed by the line manager.</li> <li></li> </ul> <p><i>Deployment of Staff</i></p> <ul style="list-style-type: none"> <li>To ensure that appropriate arrangements are made when absent, informing HR and reception and working with the line manager.</li> </ul>

<ul style="list-style-type: none"> <li>To work as part of a team and to ensure effective working relations, including where appropriate, to reasonably assist support staff and technicians in the discharge of their duties.</li> <li>To work with the line manager on completion of New Starter Reviews and the annual appraisal cycle.</li> </ul>
<b>Quality Assurance</b>
<ul style="list-style-type: none"> <li>To ensure the effective operation of quality assurance systems.</li> <li>To assist with the implementation of College quality procedures.</li> </ul>
<b>College Information and Administration</b>
<ul style="list-style-type: none"> <li>To ensure the maintenance of accurate and up-to-date information concerning students.</li> <li>To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.</li> <li>To contribute to reports within the quality assurance cycle.</li> </ul>
<b>Communications</b>
<ul style="list-style-type: none"> <li>To ensure familiarity with the department's aims and objectives.</li> <li>To ensure effective communication/consultation as appropriate with students, staff, coaching staff, parents of students and appropriate individuals external to the College.</li> <li>To liaise with relevant external bodies as appropriate.</li> </ul>
<b>Marketing and Liaison</b>
<ul style="list-style-type: none"> <li>To contribute to the College liaison and marketing activities.</li> <li>To link with external agencies as appropriate.</li> </ul>
<b>Management of Resources</b>
<ul style="list-style-type: none"> <li>To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the College and the students.</li> <li>To contribute to the maintenance of an attractive working environment in teaching rooms used.</li> <li>To maintain and manage storerooms.</li> <li>To monitor and maintain sports kit and equipment, including weekly laundry of kit, and ordering new equipment where necessary.</li> </ul>
<b>Student Support</b>
<ul style="list-style-type: none"> <li>To monitor and support the attendance and development of students as appropriate to the role, including use of the Student Log as directed.</li> </ul>
<b>Other</b>
<ul style="list-style-type: none"> <li>To support the aims and objectives of the College.</li> <li>To attend meetings in accordance with the College meetings schedule.</li> <li>To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract.</li> <li>To promote Equality and Diversity in all aspects of your area.</li> <li>To adhere to Health and Safety, and Safeguarding policies and procedures.</li> <li>To prioritise and allocate in the most efficient and effective way, all incoming work and have flexibility and a readiness to undertake a wide range of tasks.</li> <li>To review and maintain administrative procedures to ensure compliance with college procedures and adherence to data protection legislation.</li> <li>To act professionally, prudently and in the interests of the organisation at all times.</li> <li>This Job Description is subject to periodic review and amendment.</li> <li>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</li> <li>To ensure your "online footprint", including use of social media, is in accordance with statements relating to personal and professional conduct within the Teachers' Standards.</li> <li>To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college's Data Protection Policy and the General Data Protection Regulation (GDPR).</li> </ul>

## Person Specification

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate, give examples of how the criteria have been met.

	Essential	Desirable	Method of assessment
<b>Experience</b>			
Experience in planning and delivery of sports projects	✓		Application, interview
Experience of coaching and planning activities for young people	✓		Application, interview
Level 2 qualification in gym instructing		✓	Application, interview
<b>Skills and knowledge</b>			
Understanding of a wide range of sports and their rules	✓		Application, interview
Understanding of best sports-practice within college and school environments	✓		Application, interview
Understanding of the principles of health, fitness and wellbeing	✓		Application, interview
Familiarity with Microsoft Office applications (e.g. Word, PowerPoint, Excel, Teams, Outlook)	✓		Application, interview
Ability to prioritise and multitask, managing own workload, meeting deadlines	✓		Application, interview
The ability to recognise and appreciate the confidential nature of some work undertaken, and appropriate liaise and pass on information promptly and accurately to relevant staff	✓		Interview
Ability to empathise with 16-19-year olds within a college situation	✓		Interview
High level of literacy/numeracy/communication/listening skills	✓		Application, interview
Evidence of commitment to Continuous Professional Development	✓		Application, interview
Ability to work with and motivate students, and work with other staff as a team	✓		Application, interview
Excellent organisational and administrative skills	✓		Application, interview
Evidence of commitment to Continuous Professional Development	✓		Application, interview
<b>Qualifications</b>			
Educated to degree level, or equivalent, in Physical Education		✓	Application
A recognised First Aid qualification		✓	Application
A clean driving licence and willingness to complete MiDAS training with the College minibus		✓	Application
<b>Attitude and impact</b>			
Positive, enthusiastic, flexibility and tenacity with a wide range of tasks, remain calm and adapt to change quickly	✓		Interview
Willingness to take and follow advice from line managers with regard to, for example, use of resources and supporting students	✓		Interview
Willingness to support department trips and visits, and work outside normal hours as requested	✓		Interview
A positive attitude to IT and a willingness to learn to use digital resources effectively	✓		Interview
Smart in appearance and manner	✓		Interview
<b>Personal</b>			
Practicing Catholic (for Theology/RE posts only)*	✓		Application, interview
Enhance DBS clearance #	✓		Pre-employment check
Two satisfactory references #	✓		Pre-employment check
Full and relevant career and education history	✓		Application
Ability to meet the requirements of the Immigration, Asylum and Nationality Act 2006 (to be legally employed to work in the UK)	✓		Application, pre-employment check
<p>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</p> <p>* In order to comply with the religious ethos of the College, this is a Genuine Occupational Requirement under the Equality Act 2010.</p> <p># To follow an initial offer of employment</p>			