

Co-Ordinator: Sports Leadership, School Games Organiser and Schools Rugby Development Manager

Additional Responsibility - Job Description

ALLOWANCE:	Depending on experience	DATE:	1 January 2025
RESPONSIBLE TO:	The Co-Headteacher / Trustees / Line Manager (Partnership Director)		
RESPONSIBLE FOR:	The students and staff in your charge, and the management tasks associated with the extra responsibilities in the job description. The professional duties as set out in the Teachers' Pay and Conditions Document.		
RELATIONSHIPS:	HT, SLT, staff, trustees, students, parents/carers, external partners eg RFU and Leadership Skills Foundation		

This additional job description should be read in conjunction with the member of staff's main job description. Only additional responsibilities are detailed in this document.

1. Main Purpose of the Job

To manage and deliver the School Sport Partnership (Sport Impact) Sports Leadership programme; School Games Organiser (with a focus on sports leaders), and Schools Rugby Manager role (SRM). Working with the Leadership Skills Foundation to train students to gain leadership awards. To work alongside the current School Games Organiser (SGO) with a lead on leadership programmes across a range of schools. To work alongside the Partnership Director in delivering and meeting the outcomes of the Schools Rugby Manager role. The role will have a direct impact on student achievement by ensuring that students gain vital life skills including physical literacy, have high aspirations and, academically, achieve their potential. Funding for this role is initially short term (one year) but opportunities to extend this are being fully explored as the SRM role is funded for 3 years.

2. Dimensions

2.1. STUDENTS AND PARENTS

Students within the designated year groups, working alongside parents in some instances

2.2. SCHOOLS

Working with SLT, designated leads from each school to coordinate programmes

2.3. FINANCIAL

Possibly budget for any identified interventions

2.4. TEAM

Working with the rest of the Sport Impact team to ensure maximised results and working closely with existing SGO and Partnership Director (SRM)

2.5. EXTERNAL PARTNERS

Working with external partners to ensure outcomes are met including but not exclusively, the Rugby Football Union, other National Governing bodies, Your School Games, Leadership Skills Foundation and Generations Active

3. Principal Accountabilities

- 3.1. Together with the Sport Impact management and school (SLT), establish the vision for Sport Leadership programmes across schools in Hounslow
- 3.2. Develop and strengthen relationships with key partners/funders
- 3.3. Effectively deliver current Sport Leadership qualifications, School Games Organiser and School Rugby Manager outcomes. 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 working in partnership with schools, FE Colleges, Universities, sports clubs and other local agencies. For example, to train, develop & utilise young leaders in the delivery of events and competitions through establishing a leadership academy. To implement a legacy programme for leaders. To monitor and evaluate the effectiveness of these interventions and to provide data and feedback to funders
- 3.4. Meet school games organiser outcomes which includes - responsibility for planning, coordinating, and executing the School Games in Hounslow. Your focus will be on addressing national priorities, such as tackling inequalities, promoting youth engagement, leadership and enhancing physical literacy through the School Games
- 3.5. Working alongside the Partnership director, effectively deliver the remit of the Schools Rugby Manager programme:
 - tackling inequalities
 - developing strong school-club links in both Primary and Secondary schools
- 3.6. Attend relevant training/conferences/meetings to support the role and keep up to date with national as well as regional and local developments
- 3.7. To consult with colleagues as required to ensure:
 - the active implementation of the aims of the programmes;
 - agreed school policies are actively applied;
- 3.8. To develop relevant training materials carrying forward the aims of the programmes where applicable
- 3.9. Ensure the optimum deployment of staff and volunteers and the effective organisation of resources. To plan, oversee and evaluate any budget allocation ensuring that spending is in line with the principles of 'Best Value'
- 3.10. To contribute to an effective marketing and communications strategy for the school/Sport Impact to engage parents/carers as well as employers and alumni. Celebrate successes within the school and, where appropriate, in the local community
- 3.11. Other duties that may, from time to time, be required under the direction of the Partnership Director.

JOB HOLDER SIGNATURE:		DATE:	
PRINT NAME AND TITLE:			
LINE MANAGER SIGNATURE:		DATE:	
PRINT NAME AND TITLE:			

Read the Person Specification on the next page.

Person Specification

SECTION	ASSESSMENT METHOD
EDUCATION, QUALIFICATIONS & TRAINING	
<ul style="list-style-type: none"> Evidence of educational achievement and/or attainment 	Application letter Proof of qualifications
EXPERIENCE	
<ul style="list-style-type: none"> Experience and understanding of effective subject pedagogy, leading to outstanding outcomes of students An awareness of the various external opportunities and partnerships to support students Experience of delivering student leadership programmes An understanding of the sport of Rugby Union is desirable 	Application letter Interview
SKILLS AND ABILITIES	
<ul style="list-style-type: none"> Ability to ensure the safety and well-being of students at all times Work effectively as part of a team, developing positive relationships with colleagues, students, parents/carers and other agencies or external organisations as appropriate Possess excellent organisational and communication skills including on-line communications and messaging The ability to lead and manage people towards a common goal The ability to solve problems and make decisions Sets high expectations for student achievement and promotes self-control and independence whilst leading students to success Energy and enthusiasm for the education of young people Ability to enthuse students and staff alike Ability to create a learning environment that values all students equally and enables all to achieve Ability to effectively manage a budget where applicable Strong organisational and project management skills 	Application letter Interview Tasks
KNOWLEDGE	
<ul style="list-style-type: none"> A knowledge and understanding of the abilities and needs of students Knowledge of the principles of good pedagogy Knowledge of the characteristics of students Knowledge of the School Games outcomes 	Interview Tasks
COMMITMENTS	
<ul style="list-style-type: none"> Commitment to equal opportunities. Commitment to addressing inequalities and fostering inclusivity in sports and physical activities Commitment to achieving high standards Commitment to all aspects of inclusive education Commitment to the ethos and life of the school Committed to teaching and to further professional development 	Application form Interview Tasks

Selection decisions will be based partly on the criteria outlined in this form. At each stage of the process an assessment will be made by the appointment panel to determine how far the criteria have been met.

Criteria should be addressed on the application form and/or in the statement of application. Criteria will be further tested later in the process through interviews and other methods such as presentations.

When completing your statement of application, you should ensure that you provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

We will consider any reasonable adjustments under the terms of the Equalities Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.