**Role Profile: Sports Assistant**

**Purpose**

The post holder will be actively involved in the Games and PE programme across the School. The post holder will also contribute significantly to the coaching of school sports team

**Key Accountabilities (6-8 max)**

1. **Sport and PE responsibilities**

* To assist with the planning, coaching and teaching during PE and Games lessons as directed by the Headteacher
* To play an active part in the extra-curricular and co-curricular sports programmes across school
* To attend and support sporting fixtures and run sports team
* To be responsible for individual teams on match days and undertake officiating duties as required
* To take a proactive role in organising, maintaining equipment and supplies as needed for the implementation of the various sporting activities
* To provide the PE Department with basic administrative and logistical support as needed
* To assist with the organisation of sporting fixtures and trips, and other large sporting events happening throughout the year
* To referee and umpire matches as appropriate
* To assist teachers with the delivery of PE lessons

1. **DISCIPLINE, HEALTH AND SAFETY**

* Maintaining good order and discipline among the pupils and safeguarding their Health and Safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere.
* Keep abreast of Health and Safety developments and implement these as appropriate and adhere to risk assessments for all P.E related activities both on-site and off site

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken is not identified and the post holder shall be required to carry out whatever the Headteacher shall instruct, commensurate and training and experience.

**Safeguarding Responsibilities**

* To comply with safeguarding policies, procedures and code of conduct
* To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
* To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
* To engage in safeguarding training when required

**Person Specification**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Skills** | * Strong interpersonal and communication skills * Well organised and ability to work independently and also in a team * The flexibility and proactivity of approach needed to contribute effectively to the running of a small school * Professionalism and commitment to the demands of a successful co-curricular programme |  |
| **Qualifications** | * Coaching qualification * Good GCSE (or equivalent) qualifications in English Language and Mathematics | * Degree qualification * Umpiring qualification * First Aid qualification |
| **Knowledge** | Solid practical knowledge of playing and coaching in one or more of the following sports: cricket, football, hockey, netball, or rugby |  |
| **Experience** | * Experience of working with children or young people * Experience of captaining or coaching successful sports team |  |
| **Other** | * Willingness to contribute to the extracurricular life of the school * Evidence of a commitment to own professional development |  |

**Key Stakeholders:**

**Internal – Headteacher, SLT, staff, pupils, School support staff**

**External - parents, visitors, external contractors, external hirers**

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

**Signed: ………………………………………….**

**Name (print): …………………………………..**

**Date: ……………………………………………..**