

BROXTOWE ACTIVE SCHOOLS

**“Inspiring Young People and their Families
to Embrace the Challenges of Tomorrow”**

We **BELIEVE** that by working together through **SPORT**
& **PHYSICAL ACTIVITY** we can **ACHIEVE** success in
supporting young people to become:

Strong and resilient,
capable of adapting and
thriving when challenged.

Skilful,
and equipped to succeed
in life, education, and
employment.

Physically active,
with an understanding of
the associated benefits
to emotional and physical
wellbeing.

Ambitious,
hard-working, open
minded, and inquisitive.

Networkers,
able to form effective
relationships and operate
as part of a team.

We will **achieve** these **goals** by:

- Providing HIGH QUALITY, FUN and ENGAGING experiences; developed through insight.
- Promoting the engagement of everyone in regular physical activity (60 minutes per day).
- Raising the profile of PE and sport as a tool for whole-school improvement.
- Increasing the confidence, knowledge, and skills of the school sport workforce.
- Providing a broad range of sports and activities, available to all pupils.
- Increasing participation in competitive sport.

Physical Education Specialist (Events)

Applicant Information

Who are we?

- Broxtowe Active Schools, School Sport & Physical Activity Network; is a community interest company, convened by schools in the Broxtowe district of Nottinghamshire.
- Based at Bramcote College, we work collaboratively with stakeholders in order to increase the number of active lifestyles in the district.
- Our vision can be seen on the previous page of this document.

Why work for us?

- Contribute to improving the lives of young people and their families.
- Small, supportive, welcoming, committed, and enthusiastic core team, with links to a strong network of wider stakeholders.
- Challenging and rewarding role, with the opportunity to be creative; including freedom to develop and expand current and new programmes and ideas.
- Extensive staff development programme, and mentoring support.
- Term-time only working (39 weeks per-year), with flexibility in working hours and days.
- Sector leading salary, with potential of additional paid school holiday work as agreed. (£20,000 actual salary, ~£24,000 full time equivalent)
- Provision of equipment, and relevant expense payments.

What do we require?

In return for an excellent remuneration and support package, we are seeking highly motivated and passionate individual to join our small and growing team of professional staff. Tasks include but are not limited to:

- Providing support and advice to schools in improving their Physical Education, Physical Activity, and School Sport offer.
- Physical education and activity facilitation.
- Delivery of events and activities.
- Leadership, volunteering, and employability skills tutoring.

Please note that this is currently a fixed term placement until 31st July 2020, however the role will continue should funding be secured, and the post holders success will play a key role in achieving this. It is likely we will know continuation probability by May 2020.

Exact hours will be agreed with successful candidates, and are likely to be 37.5 hours per week, 39 weeks per-year (term-time). We are very willing to explore flexible working and reduced hours to suit staff members.

Standard operational hours are 08:00 – 17:00, week days, school term time only.

The aim of the post is to provide high-quality experiences for all participants, and increase transition from school activity; to sustained physical activity within a community setting.

Work will be predominantly with primary aged children (age 5 – 11), with some support of secondary schools; as well as wider community engagement activities.

If you would like any further information, or an informal discussion, please do contact us.



Application process

- Send us your CV and a covering letter to admin@broxtoweactiveschools.co.uk, outlining:
 - how you meet the person specification
 - why you would like to work for us
 - your suitability for the role
 - details of two referees, including your current employer
(please indicate if we **should not** contact referees prior to interview)
- Please note that generic applications which do not address the person specification will not be considered.
- Prospective candidates are strongly encouraged to attend one of our events or activities in order to further their understanding of the role and requirements; this should be arranged by contacting us.
- **Applications close at 21:00 on 08/03/2020**, with screening calls taking place w/c 9th March, and interviews likely to be 12th and 13th March. *Please let us know at application if there are any days or times you would be unavailable to interview.*
- **Please note that we will be out of the office from 14th to 24th Feb for half-term, and are unlikely to respond during that period.**
- Successful applicants will be required to undertake DBS checks and provide proof of right to work in the UK.

For further information or an informal discussion please contact: Steven Benson, Activity Network Manager, steven.benson@broxtoweactiveschools.co.uk, 07476 762732



Job Description

Job Title: Physical Education Specialist (Events)

Salary: £20,000 actual pro-rata (FTE ~£24,000) + pension, expenses, and resources

Hours: Full time (minimum 37.5 hours per-week), school term time, 39 weeks - fixed term until 31st July 2020

Holiday: 28 days pro-rata (21 days of holiday pay are factored in to the salary calculation. Employees have official school holiday breaks to use as they wish, with all work undertaken during term-time, unless agreed otherwise by line manager)

Base / Location: Hot-desk at Bramcote College, work across Broxtowe district, remote working as agreed

Responsible To: Physical Activity Network Manager

Responsible For: Event leaders, volunteers, and casual staff

Job Purpose:

- Support schools to increase the quality of their physical education, physical activity, and school sport provision.
- Delivery of events and activities as assigned by the network manager, and events & programmes lead.
- Provide high-quality experiences for all participants, with opportunity to develop transferable life skills, and increase transition from school activity; to sustained physical activity within a community setting.

Duties and Responsibilities:

- Deliver activities including teacher CPD sessions, targeted interventions, playground leaders training, and other initiatives
- Plan and deliver BAS events including personal challenges, intra-school, inter-school, link to county finals, CPD events, workshops, celebration events, and other initiatives.
- Event delivery responsibilities will include extensive operational duties, such as transportation of equipment, and on-day facilitation.
- Follow appropriate monitoring and evaluation processes; assessing impact and value of events and programmes, and adapting based on learning.
- Maintain relationships with PE coordinators, sports coordinators, teaching staff, and other school staff; providing relevant support, advice, and guidance.
- Initiate, grow, and maintain sustainable links with local, regional, and national stakeholders (e.g. community sports clubs, county activity partnership, national governing bodies).
- Ensure adherence to and promotion of appropriate safeguarding policies and procedures across all areas of BAS work, including appropriate risk-assessments for all activities.
- Support a workforce of young leaders, volunteers, and casual staff; ensuring appropriate training, support, and deployment opportunities.
- Maintain an awareness of local, regional, and national sports initiatives, and be able to advise schools and stakeholders as appropriate. Examples include:
 - School Games Mark
 - PE & School Sport Premium
 - Application of Physical Education, School Sport, and Physical activity within the Ofsted assessment framework
 - School Sports Action plan and national objectives
- Any other duties deemed necessary by the Physical Activity Network Manager, to achieve the aims and vision of the Broxtowe Active Schools Network.
- Committed to self-development, with a willingness to act on feedback, and undertake professional development opportunities as appropriate.

Person Specification

	Essential	Desirable
Values		
Believe in, and promote, the importance of physical activity	Y	
Honest, self-motivated, and take pride in delivering high quality	Y	
Committed to self-development, with a willingness to act on feedback, and undertake professional development opportunities	Y	
Skills		
Strong communication and interpersonal skills	Y	
Time management & organisation	Y	
Ability to work independently and as part of a team	Y	
Problem solving and creativity	Y	
IT Literacy (outlook, word, excel as a minimum)	Y	
Experience		
Working with children and young people	Y	
Physical education and activity facilitation within a school environment	Y	
Event organisation and management	Y	
Community sport / physical activity facilitation (coaching, tutoring etc.)		Y
Monitoring and evaluating the impact of events and programmes		Y
Knowledge		
PE national curriculum at key stages 1 – 4 (KS 1&2 as a priority)	Y	
Sound awareness of a variety of sports & physical activities	Y	
School, community sport, and physical activity structures	Y	
Safeguarding, child development, health and safety, and sports equity principles, policies, and procedures	Y	
Understanding of how physical activity can achieve whole school priorities, and wider skill development in young people	Y	
Qualifications		
Clean driving licence (and access to own vehicle)	Y	
Physical Education Qualification e.g. AfPE Level 3, 5 or 6 PE & School Sport qualification	Y	
Level 2 NGB sports coaching qualification(s)		Y
Level 3 qualifications (e.g. A Level or BTEC)		Y
Tutoring qualification		Y
First aid & safeguarding qualification (training will be available)		Y
Additional Requirements		
All successful candidates will be subject to DBS checks (provided)	Y	
At least two satisfactory references	Y	
Proof of right to work in the UK	Y	

Anyone delivering on behalf of BAS has a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people, and for ensuring that they are protected from harm.

