



Job Description

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| Job Title: | | PE and School Sport Support Officer | | | |
| JE Code: | AA4239 | Evaluation: | 384 Points | Grade: | N4 |
| Date: | September 2017 | | Status: | Final | |
| Responsible to: | | Newcastle PE and School Sport Service Manager | | | |
| Responsible for: | | N/A | | | |
| Job Purpose: | | To support the management and delivery of Newcastle PE and School Sport brokered services, programmes and interventions to schools. | | | |

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To support non-specialist teachers in the planning, delivery and assessment of Curriculum PE lessons either as PPA cover or for the purposes of upskilling teaching staff as part of the PE & School Sport Service SLA requirements.
2. To administer and facilitate the delivery of Playground Leaders, Lunchtime Supervisors and Sports Leader training programmes.
3. To assist in the development and delivery of a PE CPD Plan for EYFS, KS1 & KS2.
4. To assist in the administration and delivery of PE Assessments and facilitate any necessary interventions.
5. To deliver interventions and programmes as requested by the Newcastle PE & School Sport Service (including, when required, breakfast clubs, lunchtime clubs and after school clubs).
6. To assist and support in relation to planning, administration, reporting, provision & delivery of events, programmes and interventions offered by the Newcastle PE & School Sport Service.
7. To support the team to proactively increase participation levels in events facilitated by the Newcastle PE & School Sport Service.
8. To attend and contribute to meetings involving SLA Schools as and when required.
9. To assist with the event planning and delivery of additional Newcastle School related events and the School Games programme as and when required.

10. When required assist the PE & School Sport Service Manager in the planning, preparation and facilitation of additional programmes and interventions outside of the SLA requirements to generate additional income, e.g. funding bids for new projects.
11. To assist in proactively promoting the work of the Newcastle PE & School Sport Service via such means as social media organised events, newsletters and links with local agencies and stakeholders.
12. To be responsible for own administrative duties; and as and when required; provide such support to the Newcastle School Sport Service.
13. Under supervision, provide support to the Newcastle PE & School Sport Service to income generate, in relation, to the planning, organisation and delivery of additional duties that fall outside main tasks and responsibilities.

Organisation responsibilities

1. Assist in maintaining a healthy, safe and secure environment and act in accordance with the organisation's health and safety policies and procedures.
2. Promote and implement the organisation's Equality Policy in all aspects of employment and service delivery.
3. Promote and safeguard the welfare of children and young persons s/he is responsible for, or comes into contact with, in accordance with the organisation's safeguarding and child protection policies and protocols.
4. Work to promote the vision and values of NEAT Active Ltd.
5. Participate in appraisal, training and development and other activities that contribute to performance management.
6. Attend and participate in regular team and 1:1 meetings.