



## Person Specification

**Job Title:** PE and School Sport Service School Support Officer  
**Division:** Newcastle PE and School Sports Service  
**JE Code:** AA4239  
**Date:** October 2017

### Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

1.	Good standard of literacy, numeracy and IT skills
2.	Good Planning & Organisational Skills
3.	Ability to deliver high quality physical activity sessions based upon the needs of young people.
4.	Self-motivated with the ability to motivate and enthuse teaching staff, young people, other coaches and sports leaders.
5.	NGB Level 2 Coaching Qualification.
6.	Experience of managing and delivering activity programmes and events
7.	Experience of planning, delivering and evaluating activity sessions for young people.
8.	Experience of developing a PE Curriculum from EYFS to Y6
9.	Physical fitness appropriate for the post which will include setting up sports equipment
10.	Ability to work with minimal supervision, manage a varied workload and to tight deadlines
11.	Ability to complete administrative tasks accurately
12.	Ability to work as part of a team; being hands on wherever necessary
13.	Commitment to Continuous Professional Development
14.	Full Driving Licence and use of a vehicle
15.	Flexible and adaptable
16.	Self-motivated, energetic and hard-working

#### Desirable

17.	First Aid Qualification
18.	Educated to Degree Level
19.	Additional Level 1 or Level 2 NGB coaching Qualification
20.	AfPE Qualification
21.	Qualified Teacher Status
22.	Experience of providing teacher support in Curriculum time or mentoring staff
23.	Can deliver Primary PE lesson observations and provide relevant feedback
24.	Experience of developing a PE Curriculum from EYFS to Y6

## Part B: Assessment Stage

All of the above criteria may be explored at the assessment stage in addition to criteria as outlined below:

### Essential

25.	Ability to remain calm under pressure and to make operational decisions
26.	Demonstrate good interpersonal skills with colleagues, contractors and customers
27.	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> <li>▪ motivation to work with children and young people</li> <li>▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>▪ emotional resilience in working with challenging behaviours</li> <li>▪ attitude to use of authority and maintaining discipline.</li> <li>▪ able to work in partnership with other agencies</li> </ul>
28.	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

### Desirable

29.	n/a
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The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	Yes	Structured discussion with pupils	No
Other (specify)	Yes/No	Other (specify)	Yes/No

## Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1.	Enhanced Certificate of Criminal Records from Disclosure Barring Service (DBS)
2.	Additional criminal record checks if applicant has lived outside the UK
3.	Two references from current and previous employers (or education establishment if applicant not in employment)
4.	Medical clearance
5.	Evidence of qualifications listed as essential in Part A above
6.	(only if post is in regulated activity) Children's Barred List
7.	(only if teaching <b>or HLTA post</b> ) Prohibitions, sanctions and restrictions imposed by the National College for Teaching and Learning, or predecessor organisations
8.	(only if teaching <b>or HLTA post</b> ) Prohibitions, sanctions and restrictions imposed by regulatory bodies of European Economic Area member states
9.	(only if qualified teaching post) Qualified Teacher Status (QTS)
10.	(only if post is covered by Childcare Disqualification Regulations) Disqualification by having certain orders or other restrictions, having committed certain offences or by living in the same household as someone who is disqualified
11.	Any professional registration explicitly required by the postholder