



Quality with Equality

Creativity with Rigour

Entitlement with Diversity

Candidate Information Pack



Hotspur Primary School

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PE and Sports Mentor

July 2021



Message from the Headteacher



Thank you for interest in finding out more about the role of PE & Sports Mentor at Hotspur Primary School.

At Hotspur we aim to provide a pupil experience based on quality with equality, creativity with rigour and entitlement with diversity. Our stimulating and creative learning environment provides a safe place where children can enjoy their learning and grow into confident individuals and responsible citizens.

It is very important that children learn to read and write well whilst they are at primary school

and gain a good grasp of number and calculations so English and Mathematics are at the centre of our work. We also believe that children should leave in Year 6 knowing what they are good at and what they enjoy – so we give them many different high-quality opportunities whilst they are here including singing, learning instruments, dancing, playing sports, investigating in science, researching in history and geography and creating in art. We want them to gain an understanding of the world they live in so celebrate the diversity of families that come to our school and encourage mutual respect.

The role of PE and Sports Mentor is to support the existing provision by providing PE and Sports Lessons for whole classes, attending sports events and providing breakfast, lunchtime, after school and holiday sports activities for groups of children. Hotspur has developed a great reputation for its sporting success regionally reaching several Tyne & Wear finals and we have our Gold Quality Mark for PE. We want to maintain and build on this.

K. McVittie

Kevin McVittie



Advert

PE and Sports Mentor

Fixed Term: 1st September 2021 – 31st August 2022

Full-Time, All Year Round (to include school holiday periods)

Grade: N4 (£19,312 – 20,493 per annum)

Hotspur is a vibrant two-form entry primary school in Heaton that serves a richly diverse community. We are passionate about enabling children to become rounded, confident and happy individuals.

As a school we aim to provide a rich and varied curriculum that:

- develops a love of learning
- ensures high standards in English and Maths
- is balanced between tightly structured and creative learning
- helps children to discover what they are good at and what they enjoy doing
- nurtures inquisitive minds that are open to new ideas
- promotes equality and diversity.

We are looking to appoint an exceptional individual to join our team who is:

- passionate about making a transformational difference to the lives of children;
- has the highest expectation of themselves and all children;
- highly organised and able to prioritise; and
- enjoy working collaboratively.

If you wish to apply for the post, please complete and return the Hotspur application and safe recruitment forms available on our website: www.hotspurprimary.co.uk/our-school/work-for-us. Prospective candidates are encouraged to visit school before applying, please contact admin@hotspur.newcastle.sch.uk to make an appointment.

Closing Date	3pm Monday 2nd August 2021
Shortlisting	Tuesday 3rd August 2021
Selection Day	Friday 6th August 2021

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all our staff and volunteers share this commitment. The appointment of the successful candidate will depend upon a satisfactory enhanced criminal records check from the Disclosure and Barring Service and other recruitment and vetting checks.



Job Description

POST TITLE:	PE and Sports Mentor
GRADE:	N4 (SCP 4 – 8)
RESPONSIBLE TO:	Headteacher and Governing Body through PE and Sport Leader
JOB PURPOSE:	To support the delivery of the requirements of the National Curriculum throughout all year groups within school, attend sporting events and provide out of school activities.
MAIN DUTIES:	The following list is typical of the level of duties which the post holder is expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

General

- To deliver high quality PE and Sports within the National Curriculum across the primary age range.
- To liaise with PE and Sports Leader and the Leadership Team in relation to resources for effective PE lessons and timetables for all PE lessons and sporting activities.
- To assist in monitoring and recording the progress of individual pupils in accordance with school procedures and reporting to the class teacher.
- To attend sporting events with groups of pupils in school time and out of school time as required.
- To liaise with outside agencies in relation to sporting events.
- Providing administrative support for the organization of sporting events and competitions e.g. arranging transport and informing parents and carers.
- To support and assist in the development of an effective programme of out of school sports activities.
- To support the school in promoting sports to all children.
- To be flexible within working hours in order to support out of hours learning (including breakfast club, lunchtimes, after school and holiday periods).
- To assist in maintaining a healthy, safe and secure environment and to act in accordance with the School's policies and procedures.

Learning Environment Organisation

- Responsible for the organisation, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- Assisting in the preparation, maintenance and repair of apparatus and equipment.
- Preparing pupils' work for display in the classroom and around school.

Job Description

Pupil Support

- Working with pupils directly on curriculum relates tasks under the direction of the teacher.
- Contributing to the delivery of all aspects of the PE curriculum for pupils, including assessment, recording and reporting procedures.
- Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
- Contributing to monitoring and evaluating the learning environment provided for the pupils in his/her care and using this evaluation to help make necessary changes and developments within the learning environment.
- To work with identified children to ensure they make good academic progress through coaching, nurturing and persistent encouragement.
- Working with teacher and other staff in planning the teaching programme and associate activities.
- Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.

Welfare and Other Duties

- Under teacher overall control, accepting shared responsibility for the creation of a safe environment for pupils.
- Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
- Providing general care and welfare by responding appropriately to the social, emotional and physical needs of pupils.
- Administer medication to pupils in accordance with the school policy.
- To promote and implement the school Equality Policy in all aspects of employment and service delivery.

Child Protection

- The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

Person Specification

PART A: APPLICATION STAGE - *the following criteria will be used to shortlist applicants:*

Essential

1. Qualifications

- a) A degree in a sport related subject
- b) Level 2 coaching qualification

2. Experience

- a) Prior experience in a coaching role
- b) Experience of running and monitoring sports programmes
- c) Evidence of involvement in a range of sport and physical activities

3. Knowledge and Skills

- a) Enthusiasm and passion for sport
- b) Knowledge of the National Curriculum for PE
- c) Able to take an active role in co-ordinating reviews of pupil progress
- d) Able to produce accurate and up to date records and reports
- e) Able to undertake observation and assessments of pupils
- f) Able to work within and apply all relevant school policies and schemes of work
- g) Able to work in partnership with external agencies
- h) Able to contribute effectively to the planning of the teaching programme
- i) Good insight into current sporting issues

4. Disposition

- a) Enthusiastic and confident to command respect from pupils and other staff
- b) Ability to work successfully both independently and as part of a team
- c) Positive, confident and resilient with a sense of humour
- d) Caring, supportive, nurturing, compassionate and enjoy working with children
- e) Willingness to undertake any professional duties delegated by the Headteacher
- f) Passionate about securing the best outcomes for all children

Desirable

5. Qualifications

- a) Current First Aid Certificate

Person Specification

6. Experience

- a) Experience of advancing progress of children
- b) Experience of managing large groups of children

7. Knowledge and Skills

- a) Membership of a leisure related professional body

PART B: ASSESSMENT STAGE - *items 2a-c, 3a-g, 4a-d, 6 a-b and 7a, along with the following criteria, will be explored further at the assessment stage:*

8. Knowledge and Skills

- a) An understanding of the role of PE and Sports Mentor as described with the attributes to be successful in the role
- b) Successful collaboration as a member of a team

9. Disposition

- a) Promotion of Hotspur's positive ethos and culture
- b) Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:
 - motivation to work with children and young people
 - ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - emotional resilience in working with challenging behaviours
 - attitude to use of authority and maintaining discipline.
- c) No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

The following methods of assessment may be used:

- Panel interview
- Presentation
- Lesson observation
- Structured discussion with children

PART C: ADDITIONAL REQUIREMENTS – *the following criteria must be judged as satisfactory:*

10. Pre-Employment Checks

- a) Enhanced Certificate of Disclosure from the Disclosure & Barring Service
- b) Barred list (children) check
- c) Additional criminal record checks if applicant has lived and/or worked outside the UK
- d) Occupational Health clearance
- e) Eligibility to work in the UK
- f) Professional qualifications check
- g) Two references from current and previous employers

About Hotspur

Hotspur is a primary school for children aged 3 - 11 years old. It enjoys a fantastic location in the Ouseburn Valley and on the edge of the City Centre and is part of the Ouseburn Learning Trust. This presents many opportunities for making our curriculum relevant, stimulating, challenging and enjoyable. We have good and developing links with many individuals and organisations in our community which help our children to understand the history of our area and look forward to the future.



Our school draws children and families from wonderfully diverse backgrounds making it a truly comprehensive learning environment. Ensuring that children do their very best in core skills such as reading, writing and maths is at the heart of our work. We have a systematic approach that ensures children are suitably challenged to make progress. We carefully track this and are able to intervene or extend learning as appropriate to each child. Children are valued and cared for by an

exceptional team of teachers and support staff. We recognise and encourage individual talents and interests and ensure that children are safe, happy and enjoy learning.

The arts are a big part of all children's experience at Hotspur, whether it is painting watercolours, acting in Macbeth or Bollywood dancing. Music is a particular strength with children having the opportunity to learn violin, viola, cello, trumpet, clarinet, flute, guitar, keyboard, Djembe drumming and recorders. The school was one of the first in the country to be inspected for singing and was awarded the 'Platinum Sing Up Award'. The choir have sung at the Royal Opera House, Covent Garden and often performs at the City Hall and Sage Gateshead.



Our outside spaces offer an outstanding environment to foster learning. The grounds include an allotment, safe pond area, maths trails, outdoor classrooms and large open spaces surrounded by a secure perimeter fence. There are many opportunities for sports and other physical activity in our grounds in lessons, breaks and as after school activities. We are at the heart of a diverse community which we reflect and celebrate.

