



Job Description

Job Title:		NEAT Sports Programme and Cycling Coordinator			
JE Code:	A5245	Evaluation:	463 Points	Grade:	N5
Date:	May 2023	Status:	Final		
Responsible to:		Newcastle & PE School Sport Service Manager			
Responsible for:		N/A			
Job purpose:		<p>To develop and lead on the delivery of a range of whole trust Sporting Competition and Festival opportunities.</p> <p>To implement elements of the NEAT Experience (PE & Physical Activity focus)</p> <p>To support delivery of opportunities aligned to the NEAT Experience</p> <p>Support the achievement of NEAT Strategic Objectives through the Coordinators scope of responsibility.</p>			

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 be accountable to the primary school improvement for ensuring all offers and opportunities link to the Trust's Purpose, Vision and strategic objectives.
2. Working with key staff, develop, administer and communicate to all schools an annual Trust-Wide Sporting Calendar as well as ensuring it links and provides pathways for our CYP to engage in city-wide opportunities such as the School Games Calendar.
3. To support the implementation of the NEAT Experience opportunities.
4. Communicate formats and rules, organise venues, generate Risk Assessments, equipment, resources, paperwork, staffing and Leaders for all Trust Sports events and competitions and book venues.
5. Ensure at all times that opportunities are age appropriate and inclusive.
6. Work with the schools to ensure provision of appropriately trained Sports Leaders and address any training needs as and when required.
7. Support the implementation of the Trust's Cycling Strategy.
8. Organise and facilitate staff Cycling Training sessions.

9. Oversee and operationally run any NEAT Experience or Sport related events book on the day.
10. Order and maintain a stock of resources to support events including certificates, medals, trophies and sporting equipment.
11. Linked to the whole trust calendar, organise and facilitate PE Leads meetings including the publishing of an agenda and recording of minutes and action plan.
12. Monitor and report student participation figures as well as producing a ½ termly report of all related activities.
13. Promote and advocate Student voice as well generating and circulating pupil surveys. Reporting outcomes to xxx and using feedback to ensure provision remains progressive, inclusive, relevant and links strategically to NEAT's objectives.
14. Review and report annually on the PE related policies, curriculum and Sporting Calendar.
15. To ensure appropriate equipment, facilities and staff are available for delivery of events and competition including coordination of Leaders supplied by the Trust Schools.
16. To assist with the planning and delivery Newcastle Schools related events and the School Games Programme as and when required.
17. To assist in proactively promoting the work of the NEAT Academy Trust and in particular the sport related work via such means as social media, website, newsletters and links with local agencies and stakeholders.
18. Inspect and ensure all equipment remains safe and usable and compliant with Health and Safety Policy. Arrange repair or replacements as and when required.

Trust responsibilities

19. Work to fulfil the vision and values of the trust.
20. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
21. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
22. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
23. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
24. Participate in appraisal, training and development and other activities that contribute to performance management.
25. Attend and participate in regular team and 1:1 meetings.