



Location: Brookfield Community School, Chatsworth Road, Chesterfield, Derbyshire
S40 3NS

Salary: Band 7, Point 32 - 36

Contract: 37 hours per week, Term Time only (39 weeks)

Responsible to: Partnership Development Manager (PDM) - SHAPE

Duties and Responsibilities

Main Duties:

To deliver after school clubs as instructed by the PDM

- To assist and deliver the intra and inter school competition and events programme for Reception to Post 16 pupils including Special Educational Needs and Disabilities.
- Assist and deliver the leadership programme for young people (Little Leaders, Mini Leaders, Sports Leaders UK, National Governing Body qualifications).
- Assist and support on programmes and initiatives as directed by the PDM.
- Assist with the delivery of the Bikeability Programme.
- Support work placement students, volunteers and young leaders.
- Support internal and external communications with key partners (e.g. website, newsletters, social media and other online systems used) to maintain and develop good working relationships.
- Meet half termly with the PDM.
- Ensure there is a consistent approach and quality to the services provided.
- Whilst representing the school/SHAPE to uphold professional conduct at all times and maintain relationships with key stakeholders.

General Duties:

- Attendance at staff meetings, training and INSET activities where relevant.
- Undertake training relevant to the post.
- Comply with requirements of Health and Safety, other relevant legislation and school documentation.
- To uphold and actively support the school's policies and procedures.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.



BROOKFIELD COMMUNITY SCHOOL

SPORT & PHYSICAL ACTIVITY ASSISTANT Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> Educated to degree level or equivalent standard 	<ul style="list-style-type: none"> National Governing Body of Sport qualifications First Aid qualification Safeguarding and protecting children qualification
Knowledge & Experience	<ul style="list-style-type: none"> Knowledge of school sport and physical activity development Knowledge and understanding of safeguarding young people and child protection Knowledge of health and safety Experience of working with schools and young people in school sport Experience of planning and delivering events and competitions An understanding of local and national programmes and strategies, specifically the School Games 	<ul style="list-style-type: none"> Experience of working with community clubs Experience of training and mentoring young leaders
Skills & Abilities	<ul style="list-style-type: none"> Excellent oral and written communication skills with the ability to sustain positive relationships Excellent IT and administration skills including the use of Microsoft Office Effective time management Good organisational, planning and evaluative skills Ability to work independently on own initiative with minimal supervision and as part of a team Ability to work well under pressure and to deadlines whilst maintaining a high standard of work Ability to prioritise, plan and organise to ensure services are delivered Positive attitude to change Demonstrate professionalism at all times 	<ul style="list-style-type: none"> Understanding of partnership working
Qualities	<ul style="list-style-type: none"> Enthusiastic and passionate about physical education, sport and physical activity Positive and confident attitude Adaptable and flexible Reliable, honest and trustworthy Full driving licence with access to own transport 	