



Brookfield Community School

Brookfield Community School

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Chesterfield

Derbyshire

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Headteacher: Mr K Hirst

Executive Headteacher: Mr T Croft

Job Description

“Brookfield Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

Post title	School Sport Officer (within SHAPE Learning Partnership)
Reporting to	Partnership Development Manager (PDM)
Contract type	37 hours per week, Term Time only (39 weeks) (temporary for 1 year)
This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.	
Duties and Responsibilities:	
Main Duties	<ul style="list-style-type: none">▪ 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	<ul style="list-style-type: none">▪ 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.