



“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	<b>Sport &amp; Physical Activity Assistant</b>
Reporting to	<b>Partnership Development Manager (PDM) SHAPE</b>
Contract type	<b>Temporary and Relief</b>
<b>This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.</b>	
<b>Duties and Responsibilities:</b>	
<b>Main Duties</b>	<p>To deliver after school clubs as instructed by the PDM</p> <ul style="list-style-type: none"><li>▪ 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</li><li>▪ Assist and deliver the leadership programme for young people (Little Leaders, Mini Leaders, Sports Leaders UK, National Governing Body qualifications)</li><li>▪ Assist and support on programmes and initiatives as directed by the PDM</li><li>▪ Assist with the delivery of the Bikeability Programme</li><li>▪ Support work placement students, volunteers and young leaders</li><li>▪ 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</li><li>▪ Meet half termly with the PDM</li><li>▪ Ensure there is a consistent approach and quality to the services provided</li><li>▪ Whilst representing the school/SHAPE to uphold professional conduct at all times and maintain relationships with key stakeholders</li></ul>
<b>General Duties</b>	<ul style="list-style-type: none"><li>▪ Attendance at staff meetings, training and INSET activities where relevant</li><li>▪ Undertake training relevant to the post</li><li>▪ Comply with requirements of Health and Safety, other relevant legislation and school documentation</li><li>▪ To uphold and actively support the school's policies and procedures.</li><li>▪ 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.</li></ul>