

Job Description: School Sports Development Officer

Company	TWKSSP	Reference	
Salary	Kent Range 6	Hours	37 hours per week (Mon-Fri) TTO
Title	School Sports Development Officer	Location	Based in Tonbridge but mobile throughout the area

Job Purpose

Reporting directly to the Director of the TWKSSP and operating as part of the School Sport Partnership, you will provide a diverse range of school sport opportunities to our member schools. Through consultation; you will expand, develop and deliver the TWKSSP package services, enabling schools and pupils in the local areas to engage in positive activities.

Your primary focus will be working across our member schools supporting with Physical Education, extracurricular sport activities and health initiatives. You will explore, and participate in new activities which enable and encourage young people of all abilities to participate in an active and healthy lifestyle, developing a greater understanding of cultural diversity and providing the support needed to empower local young people to become community champions

The School Sports Development Officer will work with our network of sports clubs, schools, partners and communities, identifying new opportunities for young people to make informed choices about out of school activities. The School Sports Development Officer will be the key driver for supporting and delivering our membership packages that engage and motivate schools, teachers and pupils in School Sport and Physical Activity.

Main Duties

- To support, develop, and deliver the TWKSSP membership packages and events programme throughout the academic year.
- To research and develop after-school and holiday provision for young people.
- To primarily deliver the TWKSSP CPD PE training programme with member schools to effectively develop teachers confidence and competence at teaching PE.
- Develop good relationships with specific strategic, partners, local organisations, authorities and governing bodies and enhance funding requirements as appropriate.
- Support and manage the day to day tasks of the School Sport Partnership to ensure effective running and delivery of the membership packages and objectives of the organisation.
- Maintain a good knowledge of National and local initiatives which are of benefit to TWKSSP and are in line with the organisations objectives.
- To develop an understanding of diversity and inclusion for engaging young people who are under-represented in physical activity.
- Deliver and evaluate a programme of training and development opportunities for young people related to Leadership, activities and healthy lifestyle.
- Effectively monitor, collect data, report and evaluate all aspects of work- in particular children's progression in PE
- Support schools with development and organisation of PE and Sport in an administrative form by working alongside PE coordinators.
- Displays a commitment to the protection and safeguarding of children, young people and vulnerable adults
- Work within guidelines of the TWKSSP policies and procedures
- Carry out any other duties as required including
 - Attend, where appropriate, local and national meetings
 - Maintain a good knowledge of National and local initiatives which are of benefit to the organisation
 - Attend and support delivery of the School Games Programme of events and competitions
 - Develop good relationships with partners and local organisations
 - Contribute to the development and delivery of strategies that encourage participation

Person Specification

<i>Key Criteria</i>	<i>Essential</i>	<i>Desirable</i>
Qualifications and Training	<ul style="list-style-type: none"> To hold a full UK driving licence. Level 2 qualification in Sport and Physical Activity or suitable equivalent. 	<ul style="list-style-type: none"> Educated to degree level. Gymnastic and Dance Specialism. Experience of working with SEN children Track record of CPD and training.
Competence Summary (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> Experience of organising and delivering of multiple activities/events at the same time. Experience of developing and organising PE and Sport in a school setting (administratively) Knowledge and experience of the National Curriculum Experience and Knowledge of working with children and a school environment. Experience of working in partnership with a variety of organisations and building relationships. Ability to be adaptive and use initiative. Excellent behaviour management skills and leadership Ability to form and develop professional relationships with school staff and teachers Experience and knowledge of the School Games Programme Computer literate Knowledge and understanding of Change 4 Life and other health initiatives Excellent initiative and drive. 	<ul style="list-style-type: none"> Experience of assessing and monitoring progress of pupils development Experience of managing a team of people
Other Work Requirements	<ul style="list-style-type: none"> A working knowledge of sporting infrastructure and development at a local and national level To be reliable, punctual and have effective time management skills Ability to work on your own or as part of a team Enthuse and motivate others To have access to a car To work flexible hours Monday-Friday 	<ul style="list-style-type: none"> Aware of national and local strategies and accreditation Ability to identify and access national, regional and local funding streams Experience of marketing and promotion

This post is subject to an Enhanced DBS, the Right to Work in the UK, satisfactory References and probation period