



ASHFORD LEISURE TRUST

JOB DESCRIPTION

JOB TITLE:	School Games Organiser
SALARY:	£20,378 - £23,309 pro-rata
HOURS:	Average of 30 hrs per week (39 weeks per year +10 additional days)
RESPONSIBLE TO:	Programme Manager

JOB SUMMARY:

As part of the National School Games funded programme implement, support and deliver a successful calendar of school games activities for Primary, Secondary and Special Schools across the Ashford area. The post holder will ensure that festivals and competitions locally link to and support an emerging framework for competitive school sport at county, district and local level.

The role will require significant partnership working with a range of agencies.

GENERAL EXPECTATIONS:

The SGO role is designed to increase participation in school sport and physical activity by supporting schools to promote healthy, active lifestyles. This will be achieved by the post holder through the following task list* with guidance from The Youth Sport Trust and a county network of SGOs.

1. Increasing engagement in School Games by:

- Increasing the number of state [and independent] schools participating in the School Games (all schools are eligible to be part of the School Games).
- Ensuring the development of a cultural component in both intra (Level 1) and inter (Level 2/3 of the School Games).
- Promoting ways in which the School Games and competitive sport can contribute to school priorities and support the aspirations and achievements of young people in local schools.

2. Developing Competitive Opportunities by:

- Working with other SGOs and the Local Organising Committee to ensure a structured and progressive competition calendar is published, that meets the needs of all young people across the SGO cluster of schools, and increases the number of competitive sport fixtures.
- Ensuring the local competition calendar is aligned to club pathways and competition priority formats as defined by the NGBs.
- Ensuring the provision of inclusive and targeted opportunities for young disabled people to access competition through the School Games (working with designated Project Ability Schools in Kent).

3. Increasing and sustaining participation by:

- Being a champion of 30 active minutes per child, per day in schools and supporting schools in meeting this ambition.
- Sustaining young peoples' commitment to an active lifestyle by ensuring all School Games activity at intra (level 1) and inter (level 2) links to a wide range of club and community opportunities.
- Embedding the network of Change 4 Life clubs in both primary and secondary schools.
- Ensuring the progression of young people from Change 4 Life into the School Games at intra and inter.
- Supporting schools with identifying and accessing exit routes for children and young people to continue participation.

4. Workforce -Broadening the range of participation opportunities by:

- Developing the workforce required to activate 30 active minutes per child, per day in schools and the School Games at all levels locally:
 - Teachers
 - Non-teaching staff
 - Parents
 - Volunteers (working with and through the CSP)
 - Young leaders (including young coaches, young officials, and young team managers)
- Providing access to specialist coaches, training and equipment to assist schools (particularly primary/special schools) in delivering a range of lunchtime and after school programmes

5. Establishing key performance indicators by:

- SGOs will be expected to set local targets and report progress against these on a termly basis. In addition to the above, the post holder will need to attend termly Kent SGO meetings and annual regional and national Youth Sport Trust conferences.

6. Additional tasks required of the SGO role:

- Any other activity as directed by Sport England from time to time.

Ashford Leisure Trust

To co-ordinate and deliver a programme of school competitions as part of the “buy in scheme” of which is clearly differentiated from the publicly funded and free to access school games programme.

To undertake other duties which may be reasonably allocated.

Undertake personal training; attend courses and seminars.

You will be required to contribute to your own training and development and to understand your role in Ashford Leisure Trust by attending personal development discussions. Your Manager will assist you by maintaining a planned approach and agreeing your personal targets, which will reflect the needs of the business.

To establish, develop and maintain effective supervisory relationships with staff and the general public and to promote the centre, facilities and services whilst observing the customer charter practices at all times.

OTHER CONDITIONS:

The working week is one of 30 hours and the post holder will need to regard the hours of work as flexible according to the requirements of the service. The post holder may be required to work evenings, week-ends and bank holidays.

Employees will be required to operate at any facility managed by Ashford Leisure Trust after receiving appropriate training.

Rehabilitation of Offenders Act 1974

This post may involve substantial opportunity for access to children. As such it is exempt from the Rehabilitation of Offenders Act 1974 and the post holder is required to obtain an Enhanced Disclosure from the Criminal Records Bureau. The post holder is also required to inform the HR department of any conviction received during his or her employment.

Health and Safety

All employees have responsibilities under The Health & Safety at Work Act 1974. These responsibilities are laid out in Ashford Leisure Trust's Safety Policy, available in each Department.

This job description intends to describe the principal purpose and main elements of the job. It is a guide to the nature and main duties of the job and is not intended as a wholly comprehensive or permanent schedule. The order in which duties and responsibilities are listed is not significant.