



Loughborough Road
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The West Bridgford School

Mr R McDonough MA B.ED (Hons)
Principal
Mr T Peacock B.Sc (Hons)
Head of School

13th February 2018

Dear Applicant,

Re: Sports Development Co-ordinator and Departmental Assistant

Thank you for your interest in the above post. The Governors are seeking to appoint a Sports Development Co-ordinator and Departmental Assistant.

Enclosed with this letter are the following:

Background information about West Bridgford School
Copy of the Advertisement
Job Description

Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12-noon Wednesday 14th March 2018.


Yours sincerely,

Joann Blackamore
HR Department

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National Support School
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 National College for
Teaching & Leadership





The West Bridgford School

The West Bridgford School is a very popular 11 to 18 comprehensive school situated in the Rushcliffe district of Nottinghamshire on the outskirts of Nottingham. It acquired foundation status in January 2006 and converted to an Academy in April 2011. The school's popularity has led to a steady growth in pupil numbers to its current size of 1593, including 349 pupils in the sixth form. In January 2004 we opened a new Post-16 Centre providing a common room and teaching areas for those students following AS/A2 courses, this was further extended in 2008 to accommodate increasing numbers.

The school's catchment area is the western side of West Bridgford. Within this area there are four primary schools, from which the vast majority of the school's intake originates. There is close co-operation and liaison between the primary schools and the West Bridgford School, and a great deal of preparation takes place to ensure that pupils experience a smooth transition between primary and secondary school.

Although the school is situated in one of the most affluent areas of Nottinghamshire the intake is truly comprehensive with the full range of attainment and socio-economic backgrounds represented. Some 20% of the pupil population originates from an ethnic minority and the number of pupils with special educational needs is close to the national average. The school has a policy of inclusion and strives to ensure that all pupils and prospective pupils are provided with appropriate support and resources to enable them to reach their full potential.

The school has consistently achieved excellent examination results and is presently the highest performing school in the county at GCSE and 'A' level with 93% of our children obtaining the five higher grades (including English and Maths) at GCSE and an average point score per entry of 227 at 'A' level. Our curriculum is largely academic and we only offer 'A' levels at post 16.

In November 2011, the school was inspected by Ofsted and classified as Outstanding.





The West Bridgford School

Loughborough Road, West Bridgford,
Nottingham, NG2 7FA

Principal: Mr R McDonough

Tel: 0115 9744488 Fax: 0115 9744489

Email: vacancies@wbs.school

Secondary roll: 1593 including 349 in the sixth form

Part of the East Midlands Education Trust



East Midlands
Education Trust

Sport Development Co-ordinator and Departmental Assistant Term Time Only

Scale 5 Points 22 to 25 (£20,661 – £22,658 Pro-Rata (Actual salary will be £17,402 - £19,085))

The West Bridgford School has an exciting opportunity for an enthusiastic, sport-qualified individual to coordinate and develop the school's Extra-Curricular sports provision, supporting the PE Department and working in partnership with local primary and secondary schools.

Due to the nature of the role the job holder will be working with students within and beyond the school day, the core hours of work are 37 hours a week (8am until 4pm) however start and end times may vary due to the needs of the school therefore the candidate will require a flexible approach to working hours.

We are offering excellent professional development opportunities; the chance to work as part of a team committed to continuous improvement; and a positive learning ethos with all abilities of students.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at www.wbs.school/vacancies or email vacancies@wbs.school. Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

Closing date for applications is 12 noon Wednesday 14th March 2018



JOB DESCRIPTION
Sport Development Co-ordinator and Departmental Assistant



- Grade:** Scale 5 (Points 22 to 25)
- Salary:** £20,661 - £22,658 Pro-Rata (Actual salary will be £17,402 - £19,085)
- Responsible to:** Head of PE
- Hours of work:** 37 hours a week – term time only, core hours of 8:00am to 4:00pm (3:30pm on a Friday). However, flexibility will be required when supporting sports fixtures after school and any extra hours will be as directed by the Head of PE.
- Other information:** Appointments made are subject to the receipt of satisfactory references, and Enhanced DBS

The West Bridgford School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

Main Purpose of the Post

Duties and Responsibilities

Sports Development

- Co-ordinate and develop the school's Extra-Curricular school sports provision
- Enhance the school's external club links to improve pathways into sport
- Organise and lead primary and secondary partnership sports events and festivals
- Maintain and improve the school Intra-School competition framework utilising the sports leadership programme to assist with the delivery of competition and events
- Attend and organise 'Inclusion Festivals' throughout the year for KS3 and KS4 pupils
- Organise EMET fixtures in accordance with HOD
- Represent the school within the Rushcliffe School Sport Partnership and attend meetings
- Liaise with the Partnership Development Manager regarding primary and secondary competitions and events, providing West Bridgford staff with a timetable of events.
- Promote and maintain the Sainsbury's School Gold Mark where we are currently the only secondary school in the Rushcliffe Borough to receive this award
- Manage and develop the school Sports Council
- Manage the school's Duke of Edinburgh Award Scheme, liaise with external providers, and contribute to weekend expeditions (DESIRABLE)

Sports Leadership Programme

- Manage and organise the Sports Leadership programme alongside PE teaching staff
- Monitor progress and volunteering hours in accordance with the Youth Sport Trust 'Lead2employability' initiative alongside the West Bridgford School Programme.
- Organise certificates and lapel badges to reward students' achievements
- Select and mentor students to be part of the 'Rushcliffe Leadership Academy' and attend meetings associated with this.

Departmental Assistant

- Manage and organise PE stock and equipment, including the organisation and tidiness of the PE stores.
- Order equipment as instructed by HOD
- Maintain displays and notices within PE
- Assist the teaching staff with PE lessons where required
- Provide cover for PE teachers as required
- Drive the minibus for off-site sporting activities (Training will be provided)
- Promote press releases

Whole School

- Work with the Cover Supervisors to provide structured sporting opportunities to all students at lunch time
- Co-ordinate safeguarding issues with external coaches
- Provide first aid when necessary (training will be given)

In addition, the post holder will be required to assume any other responsibilities which may reasonably be regarded as within the nature of the post.

PERSON SPECIFICATION
School Sports Development Co-ordinator

<u>Qualifications/training</u>	
Sport Qualification or equivalent experience	Essential
First Aid trained	Desirable
Hold a full driving licence	Essential

<u>Experience</u>	
Experience of working with secondary school pupils	Essential
Experience of organising and managing programmes	Essential
Experience of working with outside agencies	Desirable

<u>Skills</u>	
Good interpersonal skills	Essential
Good organisational skills	Essential
Able to work independently and manage own time	Essential
Good communication skills	Essential
Good team worker	Essential
Good ICT competence	Essential

<u>Qualities</u>	
Suitable for work with children	Essential
Flexibility, approachability, reliable	Essential
Well motivated, willingness to learn	Essential