



# Sandbach High School and Sixth Form College

an ambitious school  
with kindness at the heart of our high expectations

## Application Pack - School Games Organiser

Thank you for your interest in our vacancy.

The following information contains further details including the job description and person specification.

<b>Appointment Type</b>	Temporary in first instance
<b>Start Date</b>	1 <sup>st</sup> January 2021 or as soon as possible
<b>Hours</b>	22.5 hours per week 3 days a week Term Time Only
<b>Salary Scale</b>	Sandbach High School and Sixth Form College pay scale Grade 4 £17,911- £19,519 pro rata
<b>Closing Date</b>	Friday 26 <sup>th</sup> November 2021
<b>Interview Date</b>	To be confirmed

Sandbach High School and Sixth Form College is committed to the safeguarding and promoting the welfare of children and young people and we expect all our employees and volunteers to share this commitment. This post is exempt under the Rehabilitation of Offenders Act 1974 and the successful candidate will be subject to an enhanced check by the “Disclosure and Barring Service” along with other stringent vetting and induction processes.

Application forms can be accessed from [www.sandbachhigh.co.uk](http://www.sandbachhigh.co.uk)

## Job Description

## School Games Organiser

**Responsible To:**

**Senior Leadership Team Link**

### 1 BASIC JOB PURPOSE

The School Games inspires young people to be physically active for life through positive experiences of daily activity and competition.

The role of the SGO is to grow the engagement of local schools in the School Games and to influence schools to harness the value of the School Games by engaging young people across Key Stages 2-4 to create positive experiences that reflect their competencies, motivations and confidence.

The postholder will work with national guidance from Sport England and the Youth Sport Trust and within a local partnership of School Games Organisers, the Active Partnership and wider stakeholders.

**The principles underpinning the role are to:**

- Address local inequalities and greatest need
- Increase secondary engagement and opportunities
- Ensure inclusive practice and opportunities
- Collaborate across a county area
- School Games is for young people, by young people
- Connecting communities and ensuring young people can access appropriate community opportunities
- Increase the physical literacy of young people to contribute to improving Active Lives data locally and nationally.

**Duties and Key Tasks:**

### School Engagement

- Work with schools to maintain and grow their active engagement in the School Games
- Produce a rating for all schools based on engagement in the School Games and identify suitable strategies to support and improve engagement, reflecting this in the SGO development plan
- Promote and advocate the role of the School Games and the difference it can make; this includes developing a communication plan to improve the profile and value of school sport and physical activity in the SGO host site and across schools in the area
- Establish a clear mechanism to communicate with all schools within the SGO area to influence the provision of 60 active minutes for every child and increase engagement in competition/participation opportunities
- Drive and position the School Games Mark Framework and the Inclusive Health Check as tools to engage and understand schools needs and reflect this in the SGO development plan
- Work with schools in the SGO area to plan for and increase delivery of 60 active minutes as an entitlement for every child.

## Delivery

- Provide an offer of Professional Development and communication for all schools to increase their understanding and increase their provision of 60 active minutes
- Work with a minimum of one secondary school to pilot 60 active minutes practice, and share this within the county and where appropriate nationally
- Work intensively with a minimum of two of the least engaged schools in an SGO area over the academic year to improve their understanding, engagement and access of the School Games offer locally
  
- Provide tools and resources to help schools to engage young people in meaningful student voice and provision of opportunities to facilitate co-creation, design and delivery of the School Games offer
- Co-ordinate and signpost schools and young people to a programme of relevant training of leadership, volunteering and officiating experiences to support the delivery of the School Games offer locally
- Design and deliver a broad and balanced participation and competition offer. It is expected that an SGO can facilitate a minimum of 15 targeted inter competitions with clear intent (inclusive of virtual) and three personal challenges. These will be based across a range of sports/activities and NGB School Games formats.

## Planning and Reporting

- Complete a development plan (using the national tool) to cover the 2021/22 academic year, updating by three identified points in the year.
- Articulate in the development plan how community connections will be made to ensure that young people can continue on their participation journey
- Upload a termly School Games offer through the School Games dashboard in time for three nationally identified points where data will be drawn from the website, ensuring that all provision has a clear intent and that participation data (inclusive of least active and transition data) is included
- Demonstrate an understanding of the pupil demographics (e.g. SEND, gender, ethnicity, free school meals, physical activity data etc) and the education settings/units in the SGO area to inform the identification of the young people and schools that would benefit most from a targeted offer
- Develop two case studies (one of which should focus on targeted competition with intent) over the course of 2021/22 to demonstrate the impact of the School Games and capture the meaningful difference that it has made to young people who need it most
- Collaborate across a county area with fellow SGOs, Active Partnership colleagues and other School
- Games partners inclusive of National Governing Body of Sports (NGBs) to inform the local and county School Games offer/provision based on schools and young people's needs and those from under-represented communities
- Demonstrate an understanding of parents and other key stakeholders' views of the School Games and develop strategies to improve their knowledge and understanding.

**Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy, the job holder will undertake such work as may be determined by the Headteacher/Trustee Board from time to time, up to or at a level consistent with the main responsibilities of the job.**

**This job description will be reviewed where necessary and may be subject to amendment or modification at any time after consultation with the post holder. It is not**

a comprehensive statement of procedures and tasks; it sets out the expectations of the school in relation to the post holder's professional responsibilities and duties.

## Person Specification      School Games Organiser

Attributes	Essential	Preferred
<b>Qualification Criteria</b>	Educated to GCSE/ O level with English at Grades A*-C or equivalent Level 2 Sports Coaching Certificate	Level 3 Sports Coaching Certificates Degree in Sports Coaching or equivalent.
<b>Knowledge and Experience</b>	Experience of word processing and spreadsheet packages e.g. Word and Excel  Good knowledge of a variety of sports  Experience of using social media, particularly Twitter	Experience of working with young people  Previous experience of working within a sporting or school environment  Experience of promoting and engaging audiences via the use of social media
<b>Skills and Abilities</b>	Effective interpersonal and organisational skills  Ability to work as part of a team and to use initiative when required  Ability to cope with conflicting demands, deadlines and interruptions  Clear verbal communication when instructing  Ability to motivate self and others	
<b>Values</b>	Genuine passion and a belief in the potential of every student  Motivation to continually improve standards and achieve excellence above norms	

Other	Commitment to equality of opportunity and the safeguarding and welfare of all pupils	A current first aid certificate
	<p>Commitment to maintain confidentiality on all school matters</p> <p>Willingness to undertake training</p> <p>Willingness to be flexible</p> <p>Driving licence and transport</p> <p>Physically fit and able to move and lift large pieces of sporting equipment, with suitable training</p>	

All staff at Sandbach High School and Sixth Form College are expected:

- To adhere to the school's corporate standards, policies, systems and procedures in relation to Safeguarding and Child Protection, and health and safety
- To set a personal example that contributes to the positive ethos of the school
- To be committed to the life of the school and to support its distinctive mission and ethos
- To behave at all times in accordance with the school's values
- To agree annual performance targets with their Line Manager
- To promote the school favourably in the community
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term.
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the school.
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To adhere to the school's Staff Code of Conduct and the Dress Presentation Code.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education' and the school's Safeguarding/Child Protection policies.
- To be aware of and comply with all school policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

## Safeguarding

- Sandbach High School and Sixth Form College is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.

### **Health & Safety**

- The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

### **Policies & Procedures**

- The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

### **Equality Act 2010**

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

We will consider any reasonable adjustments under the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post

For further information or to arrange a tour of the school, please contact Mrs Helen Hulse, School Business Manager on 01270 765031 or email [recruitment@sandbachhigh.co.uk](mailto:recruitment@sandbachhigh.co.uk)

Thank you for your interest in our school.

We look forward to receiving your application.

All applications should be emailed to [recruitment@sandbachhigh.co.uk](mailto:recruitment@sandbachhigh.co.uk)

<b>Closing Date</b>	Friday 26 <sup>th</sup> November 2021 at noon
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