

## **Job Description**

**Job Title:** PE & Sport Development Officer with responsibility for Community/Holiday Programme

**Hours of Duties:** 36 hours per week full-time

### **Purpose of the Post**

Develop and support the pathway for children experiencing high quality sport and physical activity in their school into inclusive and well-run community provisions outside of school.

To be responsible for the development and delivery of a sustainable holiday club programme (On Your Marks) providing a wide range of sporting opportunities and experiences for children and young people.

To work in partnership with other staff and agencies to further develop the Commission's community programmes e.g. Street Sports

### **Important Relationships**

- GSC Senior Management Team
- Head teachers
- Secondary PE Teachers
- P.E. Co-ordinators
- Teachers
- Other Development Coaches and Officers
- Sport Specific Development Officers and coaches.
- Other professionals working in school settings
- Other professionals working with children and young people e.g. social workers, family support workers, LAC Team etc
- Parents
- Coaches

### **Main purpose of the job**

- Provide support to development coaches and officers operating within the primary schools.
- Support schools and their staff to develop an understanding and effective delivery of Fundamental Movement Skills (FMS) and their relationship with Sport Specific Skills (SSS).
- Working directly with year group teachers and P.E. co-ordinators in schools to develop their knowledge and apply the theory within their practice. Where required this includes supporting the school to develop schemes of work and lesson planning.
- Ensure all children have the opportunity to move along a pathway to enjoying sport and physical activity outside of school

- To continue to take overall responsibility for and further develop a sustainable, inclusive Holiday programme, providing a wide range of sporting opportunities and experiences for children and young people.
- To lead and further develop other community-based projects

### **Duties and Responsibilities**

- Represent the Guernsey Sports Commission within the school and act as a point of contact for sports related programmes.
- Support the development of the schools' provision for sport and physical activity.
- Provide high quality delivery of sessions with a strong fundamental movement skills base in order to contribute improved levels of physical literacy.
- Support teachers in developing their delivery of sport and physical activity.
- Work with the headteacher and PE coordinator in the schools to understand and breakdown barriers to participation in sport and physical activity in, and outside of school.
- Provide targeted interventions as required within schools as agreed with the head teacher and the partnership manager.
- Deliver training opportunities to teachers, staff members and the wider community as requested
- Provide and lead breakfast and/ or after school clubs for children, with a focus on including those most in need. Support primary schools in offering clubs to children who need the greatest support in making active lifestyle choices.
- Manage and oversee the delivery of the GSC holiday programme including the recruitment, deployment and development of temporary and full-time staff, liaising with other SDO's/providers and working with the Admin and Marketing Officer to book facilities, promote and fill spaces. This should include targeting those most in need.
- Manage and oversee the development and delivery of other community-based programmes

### **Other Duties and Responsibilities**

- Cover sessions occasionally for the Sports Development Officers / Street Sports staff when they are on annual leave.
- Support the Guernsey Sports Commission's team in running one off, annual and bi-annual events.
- Anything else the Guernsey Sports Commission may require.

### **Requirements**

We are looking for someone with a passion for sport / physical activity and working with children and teachers. This person must have experience working as a sports

coach / teacher or health related exercise instructor. This person must also have the knowledge and skills required to work with people from the schools / community who are in most need of support.

Due to the nature of this post, and if your application is successful, you will be required to undergo an Enhanced DBS (Police) Check. All disclosures of a criminal background will be treated with the strictest confidence and checks will only be made in connection with your application for this post and for no other purpose. However, disclosure of a criminal record will not necessarily debar you from employment in this post - this will depend on the nature of the offence/s and the circumstances surrounding it/them. You may also be required to deliver a practical session as part of the selection process.

	Essential	Desirable
<b>QUALIFICATIONS EXPERIENCE AND KNOWLEDGE</b>		
Experience of working with children and young people in a formal and	✓	
A minimum UKCC2 Coaching Qualification or Qualified Teacher Status.	✓	
Experience of leading coaching sessions with primary and/or secondary school age children and young people	✓	
An understanding of sport equity principles		✓
A sport, coaching or teaching related degree		✓
Evidence of attending appropriate safeguarding and first aid training	✓	
Encourage children to take opportunities in activities and sports outside	✓	
An understanding of schools, in particular within the primary sector.		✓
Knowledge of the Youth Physical Development Model		✓
A UKCC2 Multi Skills Award		✓
<b>SKILLS</b>		
Good interpersonal and communication skills	✓	
Organisational skills	✓	
IT Literate		✓
Administrative ability (planning and evaluating work)		✓
An ability to work across a variety of sports/activities	✓	
Work effectively in a team	✓	
<b>OTHER REQUIREMENTS</b>		

Potential to work occasional unsociable hours including evenings, weekends and early mornings.	✓	
Creative and flexible thinking		✓
A knowledge of the island		✓
Current driving licence		✓
Physically able to deliver a full week of practical sports coaching	✓	
A commitment to personal improvement and ongoing learning	✓	

**For more information or to submit an application.**

Email: [info@guernseysports.com](mailto:info@guernseysports.com)

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