**Great Torrington School**

**Post:** School Games Organiser

**Grade:** JE Scale E Point 16

**Salary:**  £29,572.00 (full time equivalent) £15.33 per hour

**Hours:** 954.6 hours (22.2 hours per week, 43 weeks per year)

The post holder will be finally responsible to the Headteacher, but will in the first instance be responsible to the Head of PE

Appraisal review and staff development is the responsibility of the Head of PE

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

**Main Purpose of Job**

* To maintain and grow school engagement in the School Games.
* To create positive experiences in physical activity and competition.
* To have a clear focus on secondary schools and transition points (Yr.3 and Yr.7/8).
* To create positive experiences that support the character development of young people, by empowering young people to design, deliver and promote Physical Activity and/or Competition.
* To advocate to key stakeholders how the School Games makes a meaningful difference to the lives of children and young people.

**Main Responsibilities and Duties**

**Planning and Reporting**

* Devise and deliver a targeted development plan, to incorporate school and community activity across all demographics of young people, updating by three identified points in the year.
* 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.
* Collaborate across a county area with fellow SGOs, Active Partnership colleagues and other School Games partners inclusive of National Governing Body of Sports.
* Demonstrate an understanding of parents and other key stakeholders’ views of the School Games and develop strategies to improve their knowledge and understanding.

**School Engagement and Delivery**

* Work with schools to maintain and grow their active engagement in the School Games.
* Support schools 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.
* Establish a clear mechanism to communicate with all schools within the SGO area
* Drive and position tools, such as School Games Mark, Inclusive Health Check and Active School Planner, to help engage schools.
* Work with schools in the SGO area to plan for and increase delivery of 60 active minutes as an entitlement for every child.

**General**

* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with adhering to the GTS Safeguarding and Protecting Children policy.
* Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation and the GTS Equalities policy.
* Contribute to the overall ethos/work/aims of GTS and North Devon schools.
* Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with GTS’ and North Devon schools’ Health and Safety policies.
* Assist and support the delivery of activities at GTS.
* To carry out the central co-ordination of the North Devon Schools’ Secondary Sports Calendar and entries.
* To carry out the role of North Devon Secondary School’s Cross Country and Athletics Organiser.
* Any other duties that may reasonably be required in agreement with the line manager and ultimately the Headteacher.

**This job description will be reviewed as appropriate.**

This is not considered to be an exhaustive list, as such; the job holder may be expected to carry out any other reasonable duties as directed by the Headteacher.