

*We welcome enquiries from everyone and value diversity in our workplace*

**Job Information Pack**

**Job Title: Apprentice PE and School Sports Officer**

**Closing Date:** Monday 3rd June 2019

**Interview Date:** Wednesday 26th June 2019 and Wednesday 3rd July 2019

**Location:** Amber Valley

**About:** Amber Valley School Sport Partnership (AVSSP) are a local non-for-profit organisation working in the borough of Amber Valley, looking to recruit a highly motivated team member.

***Amber Valley SSP CIO are committed to providing a quality service to its member schools which and adopts a strong approach to the safety of working with children.***

We are looking for an enthusiastic and dedicated apprentice teaching assistant/sports coach to join our team to help support children reach their full potential. The successful candidate will be working with children at KS1 (age 4-7) and KS2 (age 7-11). They will be kind, caring and determined to improve outcomes and aspirations for all children. They will also be able to use a range of strategies to support pupils learning and emotional and behavioural needs, working with individuals, small groups and classes as well as assisting at competitions. 

**The role of Apprentice Teaching Assistant/Sports Coach will include:**

Implement agreed range of activities with individuals/groups of children

Management/preparation of resources to support an enabling learning environment, both indoors and outdoors

Assist the teacher to deliver lessons and make assessments 

Supervise children during play activities

To support the localised and centrally coordinated delivery of the national PE and Sport Premium funding

Work with AVSSP to develop local schools with their PE and School Sport Development

Help to improve the quality of teaching and provision of school sport locally

Support the delivery of competitions within the borough

**Key Relationships**

* Headteachers, subject leaders and other staff in the local schools
* Responsible to AVSSP Managers and Trustees
* Responsible for maintaining the excellent relationships that have been built up by AVSSP with stake holders in the schools consisting of Headteachers, PE Coordinators
* Participate in relevant internal and external working groups/projects, services and initiatives to provide, information, advice and expertise on programme areas.

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|  | **Essential** | **Desirable** | **Evidence** |
| **Experience** |  | Ability to work across four key stages, 1 - 4  Experience of developing plans and strategies for improving participation.  Have experience of working in the primary education sector.  Experience of working with a diverse range of young people.  Experience of working with school teachers and building and maintain relationships.  Ability to work in school facilities and using school resources to maximise young peoples enjoyment of PE and School Sport | Application and interview |
| **Skills and Knowledge** |  | Awareness of planning and assessment in PE  Understanding the school day and functions of schools | Application and interview |
| **Personal effectiveness** | A fun individual with ability to bring personality to sessions taught providing dynamic and enthusiast delivery style  Reliable and trustworthy showing professionalism at all times  Keen interest in sports coaching, teaching and health and fitness  Excellent time management  Ability to work autonomously to meet service standards, targets and deadlines  Proactive and self- motivated, able to work on own initiative  Excellent communication and listening skills  Commitment to collaborative working  Ability to negotiate, persuade, build and maintain effective internal and external working relationships at all levels  Solution finder | Negotiation and influencing skills.  Ability to influence change. | Application and interview |
| **Qualifications** |  | First Aid Training  Full Driving license and access to driving  Good use of ICT  Good use of email | Application |

Monday – Friday: 40hours per week which includes off the job training

Pay: £8112.00 equates to £156.00 per week

Holiday entitlement: 30days

Start date: Monday 2nd September

Duration: 12 months contract

Closing Date: Friday 14th June

Interview dates: Wednesday 26th June 2019 and Wednesday 3rd July

Applications: Fill out the application form found at avssp.co.uk and send to [info@avssp.co.uk](mailto:info@avssp.co.uk)

Off the job training –

Level 2 teaching assistant qualification

Various PE and Sport related qualifications and experience.