



Job Description: Sports Partnership Project Support Assistant

Reviewed and updated: September 2019

Salary

Scale 4, point 7 – 11 (£19,554 - £21,166 FTE)

Hours

35 hours per week, term time only. Fixed term until 31st August 2020

Line of Responsibility

The Project Support Assistant is directly responsible to the Partnership Manager.

Purpose of the job

- To support the delivery and co-ordination of School Sport Partnership (SSP) programmes and projects as identified by the Partnership Manager.

Main duties

- To support the coordination, development and delivery of the Partnerships Girls Football Programme ensuring all targets are met
- To support the organisation and delivery of a programme of high-quality competitions and festivals across the SSP
- To support the delivery of sports roadshows, coaching sessions, leadership training and team building activities as required and specified by the Partnership Manager to enable the successful delivery of the SSPs Subscription Service with local schools.

Specific functions

- To work with the Partnership Manager to support the successful coordination, development and delivery of the Partnerships Girls Football Programme
- To prepare plans, reports and updates in support of Girls Football Programme and undertake on-going monitoring and evaluation of all activities
- To liaise with schools, young people, deliverers and other partners to organise, deliver and promote an extra-curricular girls football offer across local primary and secondary schools
- To plan, coordinate and deliver a girl's football competition programme
- To work with schools, clubs and local partners to signpost girls across the Partnership to community football opportunities
- To support the organisation and delivery of all Partnership competitions and festivals ensuring the smooth running of events
- To work with identified primary schools to deliver coaching sessions, sports roadshows and team building activities as required to support delivery of the SSPs subscription service
- To represent the South Cambs School Sport Partnership with various partners and stakeholders, promoting the value and contribution of the South Cambs School Sport Partnership
- To complete internal and external monitoring and evaluation and programme reporting as required
- To attend appropriate courses, networking events and training to support professional development and further their knowledge
- To undertake any other tasks appropriate to this level of responsibility

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection and safeguarding matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.
- S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's appraisal scheme