

**Person Specification**

**Job Title:** PE and School Sport Support Officer

**Division:** Newcastle PE and School Sport Service

**JE Code: AA4239**

**Date:** February 2019

**Status:** FINAL

# Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

# Essential

|  |  |
| --- | --- |
| 1 | Good standard of literacy and numeracy |
| 2 | Good Planning & Organisational Skills |
| 3 | Have sound administrative and IT skills, including experience of producing marketing and promotional material. Experience of using design platforms such as Canva desirable |
| 4 | NGB Level 2 Coaching Qualification or specialism in Dance |
| 5 | Have experience of working in school setting and/or in the sports sector |
| 6 | Ability to deliver high quality physical activity sessions based upon the needs of young people. |
| 7 | Self-motivated with the ability to motivate and enthuse teaching staff, young people,  other coaches and sports leaders. |
| 8 | Ability to use social media for marketing/promotional purposes |
| 9 | Experience of managing and delivering activity programmes and events |
| 10 | Experience of planning, delivering and evaluating activity sessions for young people. |
| 11 | Physical fitness appropriate for the post which will include setting up sports equipment |
| 12 | Ability to prioritise workload and time manage effectively |
| 13 | Ability to work as part of a team; being hands on wherever necessary |
| 14 | Commitment to Continuous Professional Development |
| 15 | Full Driving Licence and use of a vehicle |
| 16 | Flexible and adaptable |
| 17 | Self-motivated and hard-working |

# Desirable

|  |  |
| --- | --- |
|  | First Aid Qualification |
|  | Educated to Degree Level |
|  | Additional Level 1 or Level 2 NGB coaching Qualification |
|  | AfPE Qualification |
|  | Qualified Teacher Status |
|  | Experience of providing teacher support in Curriculum time or mentoring staff |

# Part B: Assessment Stage

All of the above criteria may be explored at the assessment stage in addition to criteria as outlined below:

# Essential

|  |  |
| --- | --- |
|  | Ability to remain calm under pressure and to make operational decisions |
|  | Demonstrate good interpersonal skills with colleagues, contractors and customers |
|  | Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:   * + - motivation to work with children and young people     - ability to form and maintain appropriate relationships and personal boundaries with children and young people     - emotional resilience in working with challenging behaviours     - attitude to use of authority and maintaining discipline.     - able to work in partnership with other agencies |
|  | No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post. |

**Desirable**

|  |  |
| --- | --- |
|  | n/a |

The following methods of assessment will be used:

|  |  |  |  |
| --- | --- | --- | --- |
| **Method** |  | **Method** |  |
| Interview | Yes | Presentation | No |
| Lesson Observation | No | Structured discussion with pupils | No |
| Other (specify) | Yes/No | Other (specify) | Yes/No |

**Part C: Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

|  |  |
| --- | --- |
|  | Enhanced Certificate of Criminal Records from Disclosure Barring Service (DBS) |
|  | Additional criminal record checks if applicant has lived outside the UK |
|  | Two references from current and previous employers (or education establishment if applicant not in employment) |
|  | Medical clearance |
|  | Evidence of qualifications listed as essential in Part A above |
|  | (only if post is in regulated activity) Children’s Barred List |
|  | (only if teaching or HLTA post) Prohibitions, sanctions and restrictions imposed by the National College for Teaching and Learning, or predecessor organisations |
|  | (only if teaching or HLTA post) Prohibitions, sanctions and restrictions imposed by regulatory bodies of European Economic Area member states |
|  | (only if qualified teaching post) Qualified Teacher Status (QTS) |
|  | (only if post is covered by Childcare Disqualification Regulations) Disqualification by having certain orders or other restrictions, having committed certain offences or by living in the same household as someone who is disqualified |
|  | Any professional registration explicitly required by the postholder |