

POSITION PROFILE

Job Title: Primary PE & Sport Team Leader	Reporting to: Primary School Partnership Manager
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Role Purpose:	To support the development and lead the delivery of curricular and extra-curricular activities and events in collaboration with teaching professionals and other agencies from a local network of providers which aim to improve the health, wellbeing and life skills of children. The post holder will contribute to a sustainable plan by ensuring and evidencing value for money and building close working relationships with service users, partners and colleagues.
Role Dynamics:	A team leader responsible for a group of senior coaches and a key member of the primary school services team

Key Responsibilities	Knowledge & Experience	Primary Skills & Competencies
<ul style="list-style-type: none"> • Support the strategic development of the Premier League Primary Stars Programme ensuring the plan fully integrates with relevant Trust activities e.g, the wider primary/secondary schools programme, Soccer Schools etc • Build positive and meaningful relationships with partner schools and other relevant key stakeholders • Deliver a high quality service within partner schools and their communities and ensure interventions meet the needs of the pupils and school • Constantly review the needs of the schools and pupils to ensure each school maximises the available opportunities • Work with school staff and the main beneficiaries to creatively plan the use of resources (human and financial) to ensure achievement of key performance indicators • Train and mentor aspiring sports coaches and support their progression • Use the Trust online monitoring and evaluation system (VIEWS) to collate information and evidence to demonstrate the number of participants involved and the impact made, including collecting participant details, case studies, photographs and videos – this is a requirement of the Premier League Charitable Fund • Liaise with other agencies to help address the wider issues of health and wellbeing • Risk assess all activities and manage accidents or incidents according to company policy • Ensure equality and eliminate any direct or indirect discriminatory practices and behaviour 	<p>Essential requirements:</p> <ul style="list-style-type: none"> • NGB Level 2 qualification in sports coaching • Experience of working within education • Excellent interpersonal skills and proven ability to work within a team • Self-motivated and an ability to work on own initiative • Excellent time management and an ability to prioritise key tasks • Excellent attention to detail with regards to planning and preparation, and a desire to constantly develop professionally • Experience of managing, training and mentoring people • Full UK Driving Licence and access to own transport • Experience of working with vulnerable and hard to reach young people and an ability to empathise with their situation and support their needs • Experience of working in partnership with a variety of agencies <p>Desirable requirements:</p> <ul style="list-style-type: none"> • AFPE Level 3 in Supporting Primary School Physical Education and Sport (time given to gain the award) • Teaching qualifications and experience planning and assessing learning in line with the National Curriculum • Safeguarding Children and Vulnerable Adults certificate • Emergency First Aid certificate • Qualifications and experience in coaching/leading various sports, fitness, dance, outdoor and adventurous activities • Experience of working with children with special educational needs or a disability 	<ul style="list-style-type: none"> • Build Realistic Plans and Coordinate Execution – Clearly communicates to others then drives for results; tracks/measures impact and refines outcomes where required. • Establish Trust – Honours commitments/promises made to internal and external stakeholders. • Use Financial Data and Make Sound Decisions – Evaluates risks effectively then executes actions in a timely manner. • Meets Stakeholder Needs – Continually searches for ways to improve service; seeks and acts upon feedback; develops knowledge of the area of work. • Think Creatively – Approaches problems with a curiosity and open-mindedness; creatively integrates different ideas and perspectives; stimulates creative thinking in others; generates innovative ideas and solutions to problems; challenges the status quo. • Impact & Influence – Projects a positive attitude through transmitting personal confidence and authority; able to communicate and influence effectively in different settings, across different functions, hierarchies, informal and formal, in both written and face to face meetings; confident presenter.

<ul style="list-style-type: none">• Ensure compliance with relevant company policies and procedures – Data Protection, Health & Safety, Safeguarding etc.• Be prepared for flexible work patterns and unsociable hours• Undertake additional duties as required – these will not substantially change the general character of the post	<ul style="list-style-type: none">• Experience of working with vulnerable and hard to reach children and an ability to empathise with their situation and support their needs• Mental Health First Aid qualification• Knowledge of health and safety requirements and experience of risk assessing activity	
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