

## Derby City East School Sport Partnership School Games Organiser Information Pack

**Job Title:** School Games Organiser

**Host Organisation:** Lees Brook Community Sports College

**Position:** 30 hours per week, 39 weeks per year term time only

**Salary:** SO2 .32 - .34 - £27,052 - £28,636  
pro rata £18,720 - £19,816

**Duration:** September 2011 – July 2013

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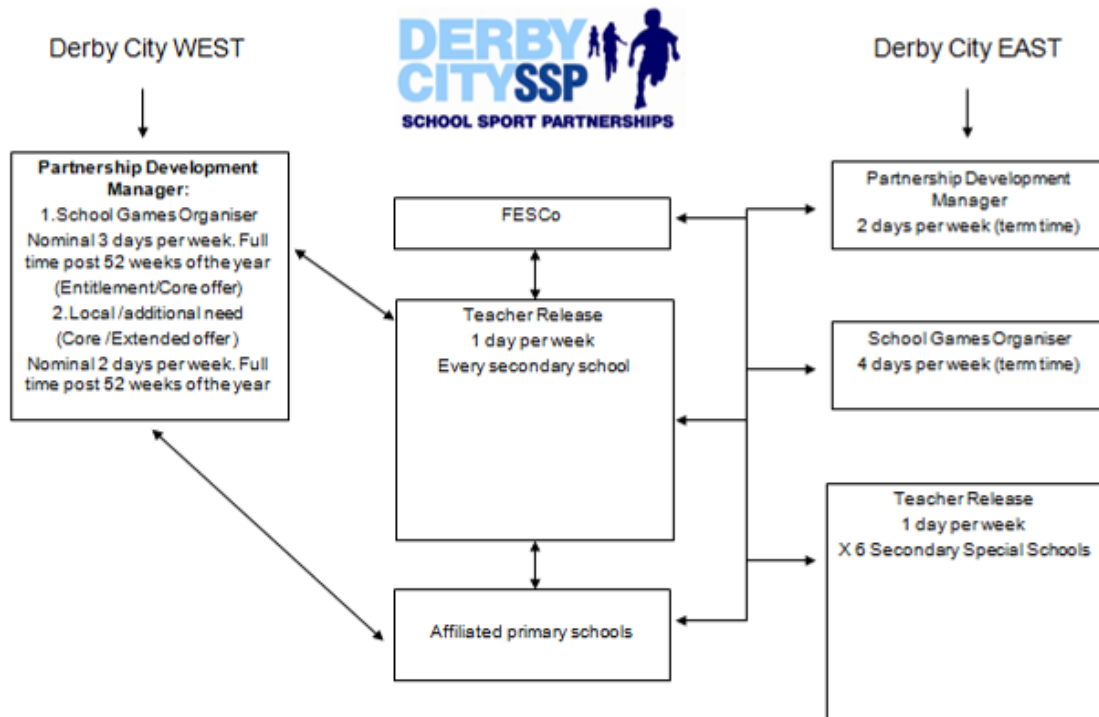
## 1. Background information Derby City School Sport Partnerships

Launched in 2002, Derby City has two School Sport Partnerships (SSPs), one on the east of the city, hosted by Lees Brook Community Sports College, and one on the west, hosted by Derby Moor Community Sports College.

The infrastructure for the School Sport Partnerships has undergone significant change this year due to cuts in government funding. From September 2011 the East School Sport Partnership will include a:

- Partnership Development Manager 2 days per week (term time)
- School Games Organiser 4 days per week (term time)
- PE Teacher Release in every secondary school 1 day per week (term time)
- PE Teacher Release in every special school and PRU with secondary students 1 day per week (term time)
- Further Education Sport Co-ordinator (FESCo) at Derby College

Derby City School Sport Partnership Infrastructure 2011-2013



We work in close partnership with the West SSP as well as the Derbyshire County SSPs. A campaign that we have collectively developed is 'Enjoy PE and Sport' which aims to raise the profile of our work whilst informing schools, young people and parents about the importance of taking part in PE and School Sport.

Websites for further information:  
[www.derbycityssp.co.uk](http://www.derbycityssp.co.uk)  
[www.enjoypeandsport.co.uk](http://www.enjoypeandsport.co.uk)

## Area covered by the role

Derby City is a unitary authority with 2 School Sport Partnerships. The partnership hosted by Lees Brook Community Sports College covers the East of the City and includes 6 Secondary Schools, 7 Special Schools, 33 Primary Schools and Derby College.



Schools within the partnership work well together, sharing good practice and resources for the benefit of pupils throughout the city. Staff are committed to working with the School Sport Partnerships to develop PE and School Sport. The East and West Partnerships jointly organise a comprehensive programme of competitions, festivals and events that are well attended. Leadership is also an important part of our work with many schools actively training and deploying young leaders.

**LEES BROOK COMMUNITY SPORTS COLLEGE**  
*A specialist school for Sport, Languages and Applied Learning*

Building a Community for Learning in the belief that education brings about change

### **OUR MISSION STATEMENT**

At Lees Brook, we believe that it is through education that we bring about change and that, ultimately, education should enable people, individually and collectively, to take control of their lives.

Lees Brook Community Sports College is committed to:

- Working with students and their parents to enable each youngster to achieve success in all areas of life – academic, personal, physical, social;
- Raising standards of achievement, increasing access, and widening participation in PE and Sport for everyone in our school, our partner schools, our wider community and the City of Derby;
- Changing the culture for learning in our community by raising self-esteem, recognising achievement, promoting pride within the local area and providing pathways for talented performers;
- Building a community for learning in which everyone – students, parents, staff, governors and our wider community – sees learning as a life-long process for them to engage in.

### **OUR VALUES**

We believe:

- How we learn is as important as what we learn and the kind of person we each become matters as much as what we achieve;
- each of us is responsible for our actions and our behaviour;
- we each have a right to feel safe, secure and free from bullying in school;
- we each have a right to learn and achieve at the highest level we are capable of;
- the way in which we deal with other people matters, so we should always treat other people as we would wish to be treated;
- we all at sometime make mistakes, but we can learn from our mistakes as well as from our successes.

### **BACKGROUND TO THE COLLEGE**

Lees Brook is part of the Derby City Unitary Authority. It is a mixed comprehensive school for students from 11-18 years of age. Since September 2008, we have a new specialist post-16 provision aimed at students in danger of becoming NEET (Not in Education, Employment or Training). We have around 115 post-16 students in a new, purpose-built vocational skills centre. Lees Brook has been a specialist Sports College since 2001 and, having been identified as a high-performing specialist school in 2005, taking on two more specialisms, Languages and Applied Learning in January 2006.

The college's planned admission limit is 219 students in a year. There are currently around 1173 students on roll. The college has been oversubscribed for the past ten years and an increasing number of parents who live outside the normal area seek admission through the appeal process each year. The college is an Enhanced Resource School with 30 places for students with special educational needs profiled as other learning difficulties.

The college is generally calm and quiet. There is a relaxed but purposeful atmosphere in which good relationships and mutual respect flourish, and youngsters quickly develop confidence in the well-ordered, caring and secure environment. Lees Brook has established a reputation for being innovative and forward-looking, but this is rooted firmly in a disciplined learning environment that encourages and enables youngsters to succeed.

*Lees Brook is a good school to be part of, whether you are a member of staff or a student, but that is not achieved easily. It comes about because everyone works hard to 'earn their place' here.*

In 2002, the college became the host school for the Derby East School Sport Co-ordinator Programme that links each secondary and its partner primaries through a team of part-time School Sport Co-ordinators, each based in a secondary school.

The OFSTED inspection in September 2006 judged the college to be a good school with many outstanding features. Our aim now is to move from good to outstanding in every aspect of our work.

## **COLLEGE ETHOS AND CULTURE**

Lees Brook is a learning community that lives its values. The ethos of the college is about

- valuing people,
- promoting learning as a life-long process,
- enabling everyone to achieve at the highest level they are capable of.

Essential to this ethos is recognising that

- we are all learners
- learning takes place outside the college as well as within it,
- we learn from experience and from each other,
- we are responsible for our actions and behaviour, and
- the way in which we deal with other people matters.

The 'rules' that we have about how we should behave towards other people apply to members of staff as well as to students, so there are no double standards. This means that members of staff do not push into the queue in the Food Courts at lunch-time; teachers do not use sarcasm when dealing with poor behaviour and they do not call students anything other than their proper names.

All members of staff are expected to model the behaviour we expect of our students. At Lees Brook, students (and parents) can be assured of the high standards of professional behaviour they should expect from teachers and other staff. In return, we expect that students treat staff with respect. Disruptive behaviour is not tolerated and teachers are given a high level of support to help them deal with it. As a consequence, the college is a civilised place where students and staff feel safe and positive relationships can flourish.

## **ACCOMMODATION**

The main school buildings date back to the 1950s with additions in the 1970s, and are well past their best; some of the specialist areas, including Science, are out-dated but three labs have been refurbished in recent years. We have three newly built teaching facilities: The Post 16 Skills Academy; a construction centre; and an artificial turf football pitch and changing rooms. Derby is in Wave 5 of Building Schools for the Future and all Lees Brook's older buildings will be replaced with a new school due to open in September 2012. The extensive grounds are generally attractive and well-cared for.

The condition of the buildings has made it difficult to improve our ICT facilities and we will have state of the art systems as part of the BSF rebuild. Nevertheless, we have continued to invest in our existing ICT hardware, software, infrastructure and staff training. We now have a networked computer in all classrooms, a VLE (Virtual Learning Environment) and are increasing the provision of data projectors and other digital imaging equipment.

## **PROFESSIONAL DEVELOPMENT**

Improving the quality of teaching and learning is at the heart of all development work at Lees Brook. Our drive is to make all teaching at least good, whilst encouraging teachers to take risks and use their creativity to construct inspiring, engaging and challenging learning experiences for their students.

Whole school initiatives have included a cross-curricular approaches to teaching thinking skills, teaching 'Learning to Learn' skills, embedding the use of Assessment For Learning and training to understand what Ofsted judges to be 'Good' and 'Outstanding' teaching.

We have a long history of developing innovative approaches to teaching and a high level of expertise allowing us to deliver much of our professional development in-house. This year, to increase the time available for collaborative professional development, we have reduced teaching time by one hour every other week to create a fortnightly two hour training session. This has increased the time available for teaching staff to share good practice, reflect on what they learn, plan collaboratively, and tailor their own training to meet their needs.

## Lees Brook Community Sports College



### Application and Recruitment – Safeguarding Process

Lees Brook Community Sports College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted in substitution for completed Application Forms in the absence of good reason.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- The successful applicant will be required to complete a Disclosure from the Criminal Records Bureau at the Enhanced level.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may where appropriate answer not applicable if your duties have not brought you into contact with children or young persons.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

#### Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (eg the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

- All candidates invited to interview must also bring with them:
  - a current driving licence including a photograph and/or a passport and/or a full birth certificate (all three are ideal)
  - two proofs of the candidate's current name and address (i.e. utility bill, financial statement etc.)
  - where appropriate any documentation evidencing a change of name

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

### **Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references (if these have not already been received)
- verification of identity and qualifications
- a check at DfES List 99 and the Protection of Children Act List as appropriate
- a satisfactory CRB Disclosure
- verification of professional status such as GTC registration, QTS Status (where required), NPQH
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period.

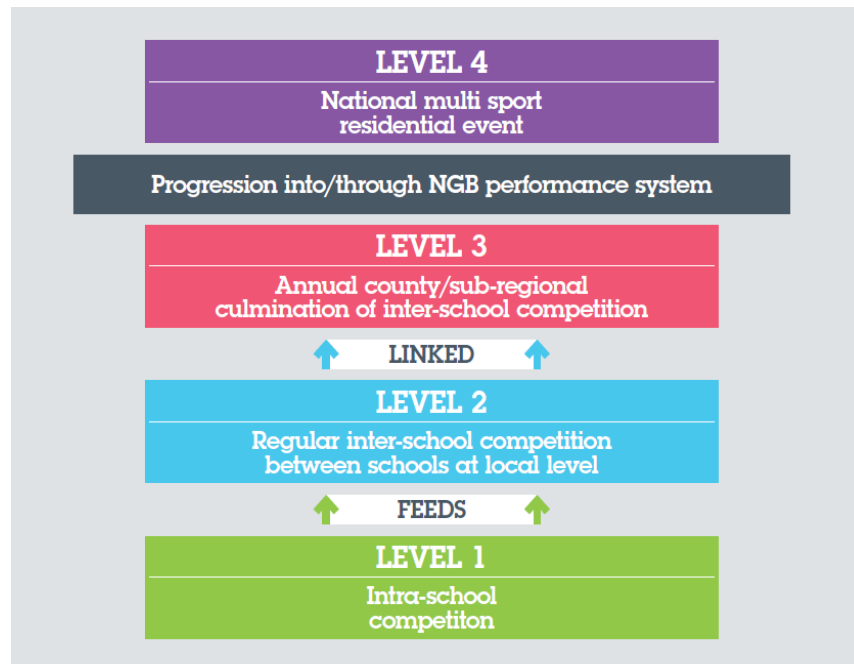
WARNING Where a candidate is:

- found to be on DfES List 99 or the Protection of Children Act List, or the CRB disclosure shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

## 2. Information about the National School Games

Embracing the excitement of London 2012, the National School Games has been developed to increase the quantity and quality of competitive school sport for young people through a four tiered structure of competitions. School Games Organisers are new roles funded by the Department for Health and Sport England for two years, starting this September.

School Games Organisers will play a lead role in giving young people the chance to participate in a year round sporting calendar specifically designed to get young people competing at intra and inter-school levels and culminating in local, regional and national events. The National School Games is a celebration of competitive sport for students and we want all young people, of all ages, abilities and backgrounds in Derby to be involved.



**LEES BROOK COMMUNITY SPORTS COLLEGE**  
**Derby City East School Sport Partnership**  
**Job Description: School Games Organiser**  
**(30 hours per week, 39 weeks per year term time only)**  
**September 2011-July 2013**

<b>POST TITLE</b>	<b>SCHOOL GAMES ORGANISER</b>
<b>POST GRADE</b>	SO2 .32 - .34 - £27,052 - £28,636 pro rata £18,720 - £19,816
<b>RESPONSIBLE TO</b>	<b>ASSISTANT HEADTEACHER/ DIRECTOR OF SPORT</b>
<b>RESPONSIBLE FOR</b>	The post-holder will play a lead role in the delivery of all aspects of the National School Games Programme within the partnership including the co ordination of competition calendars, leadership and volunteering programmes, school club links and promotion and development of PE and everyday activity.
<b>The post-holder will be able to evidence:</b>	
<ul style="list-style-type: none"> <li>❖ Being an effective organiser of successful events and competitions</li> <li>❖ Being able to work as an effective member of a team committed to realising the partnership's vision</li> <li>❖ Being passionate about raising standards, expectations and achievements</li> <li>❖ Working in partnership with external organisations</li> </ul>	
<b>The post-holder will be confident in their ability to:</b>	
<ul style="list-style-type: none"> <li>❖ Advocate the role and importance of high quality school sport, inspiring both staff and young people to participate</li> <li>❖ Work closely with key local community partners to enable all young people to enjoy the benefits of competition, physical activity and school sport</li> <li>❖ Lead, manage, monitor and review the implementation of development plans</li> </ul>	
<b>PLEASE NOTE THE FOLLOWING:</b>	
Due to the nature of the work, this post is exempt from the Rehabilitation of Offenders Act 1974 and the post-holder must have a satisfactory Enhanced Disclosure (via the Criminal Records Bureau).	
The duties outlined in this job description are in addition to those covered by the latest College Teachers' Pay and Conditions Document, and may be modified by the Head Teacher, with the agreement of the post-holder, to reflect or anticipate changes in the jobs, commensurate with the salary and job title.	

<b>MAJOR DUTIES OF THE POST</b>	
As a member of staff at Lees Brook Community Sports College, you are expected to:	
A.1	Support the Head Teacher and other colleagues and work in accordance with the College's Mission Statement and its Statement of Aims;
A.2	Contribute to the ethos of the college by setting a good example to colleagues and young people;
A.3	Engage actively in a performance management process and use it to develop your personal and professional effectiveness;
A.4	Continually develop and enhance the effectiveness of your role by engaging in continuing professional development and training;
A.5	Share with colleagues the outcomes of professional development and training you have completed;
A.6	Contribute to the college self review and development planning processes;
<b>KEY RESPONSIBILITIES OF SCHOOL GAMES ORGANISER</b>	
As a School Games Organiser, you are expected to:	
B.1	Work with key partners to produce area competition calendars for primary, secondary and special schools including level 1 and 2 National School Games incorporating pathways to level 3 and county competitions
B.2	Lead/support the co-ordinated delivery of this calendar of events throughout the year and in particular the development of a workforce required to activate the school games
B.3	Lead the work as required to integrate young leaders in the local and County School Games Officer programmes as required
B.4	Lead responsibility for managing and developing level 1 and level 2 school games and organising district teams/schools to enable progress between levels 1,2 and 3

B.5	Ensure that the delivery of competition is linked effectively with talent identification, leadership and volunteering and school club link programmes
B.6	Ensure that the competitions, leadership and volunteering and talent pathways are inclusive and accessible for all young people regardless of disability, ethnicity, gender and socio-economic background
B.7	Liaise with key partners, particularly Derby West School Sport Partnership to ensure the realisation of a joint vision
<b>RESPONSIBILITIES OF SCHOOL GAMES ORGANISER</b>	
As a School Games Organiser, you are expected to:	
Competition & Talent Development	
C.1	Lead the development and delivery of an inclusive intra and inter school competitive sports programme, including National School Games at levels 1 and 2 in association with the Derby City School Sport Association, Head Teachers, Heads of PE, NGBs, Teacher Release staff and all other relevant bodies
C.2	Work with Derbyshire Sport, Derbyshire School Sport Association and other partners to ensure local competitions fit within county and national competition frameworks and plans
C.3	Develop and communicate a local calendar of competitions and festivals
C.4	Develop and support a team of local competition organisers (teachers, sports leaders, club members) to support the delivery of the programme
C.5	Ensure the delivery of competition is linked effectively with talent identification, leadership and volunteering and school club link programmes
C.6	Work closely with schools, Derbyshire Sport, Derbyshire School Sport Association and county governing bodies of sport, to help to develop and signpost young people to appropriate clubs and squads across a range of sports and support those with talent to progress through the talent pathway
Volunteering & Coaching	
C.7	Lead the development of a Derby East 'Leadership and Volunteering Programme', including appropriate training, development and deployment opportunities <ul style="list-style-type: none"> <li>- Develop &amp; co-ordinate a CPD calendar for young leaders in the SSP which links to the competitions they host &amp; support.</li> <li>- Promote &amp; signpost further volunteering opportunities within and beyond the city</li> <li>- Monitor hours logged</li> </ul>
C.8	Support and promote the national Young Ambassadors programme
C.9	Work with appropriate partners to provide high quality and sustainable deployment opportunities for young leaders
C.10	Support schools in their deployment of coaches and develop appropriate coaching support leading into competition with quality assurance processes implemented (Coachmark)
C.11	Co-ordinate the training of leaders and volunteers through appropriate programmes (e.g. Recruit into Coaching) and seek additional resources to support development
Physical Education	
C.12	Work closely with PE Teacher Release staff and county/ city council PE services to identify training needs around PE and sport and help to signpost staff to professional development opportunities
Participation and Engagement	
C.13	Support schools in the promotion and development of physical activity programmes with a focus on healthy, active lifestyles
C.14	Recognise which schools have lower participation rates and manage the targeted development of sustainable high quality OSHL programmes across the partnership, where gaps exist
C.15	Manage the delivery of the Change for Life Clubs programme and promote school club links programme
London 2012 Legacy	
C.16	Develop and deliver programmes to support a clear London 2012 Olympic/ Paralympic legacy plan for the area

C.17	Promote the Get Set programme to schools and encourage cross curricular work around the Olympic/ Paralympic games
C.18	Through programmes based on London 2012 seek to promote international learning and development
<b>General</b>	
C.19	Liaise with local partners to develop a 2-year programme that reflects local, district, county and national competition plans
C.20	Develop strong networks with local and county partners to support and enhance the delivery of competition programmes
C.21	Contribute to gaining additional funding in order to develop additional capacity to help meet the targets in the 2 year plan
C.22	Share good practice and ensure that the work of the area of embedded and celebrated
C.23	Ensure that appropriate monitoring and evaluation processes are implemented and support the agreed competition data collection and reporting process
C.24	Contribute to the effective management of appropriate budgets and provide necessary accounting information to relevant bodies including the local management group
C.25	Know about Health and Safety requirements; carry out risk assessments as necessary
C.26	Undertake necessary administration tasks to ensure effective communication and the smooth operation of the School Sport Partnership occurs

#### **CORPORATE RESPONSIBILITIES OF STAFF AT LEES BROOK COMMUNITY SPORTS COLLEGE**

Those who work at Lees Brook are expected to play a full and active role in the life of the college. You are expected to inspire confidence in those around you and work with others to create a shared strategic vision which motivates students and staff. You are expected to contribute to the processes and strategies which enhance standards of teaching and learning and ensure equality, access and entitlement to learning. All post-holders share corporate responsibilities, which will include, amongst other things:

D.1	demonstrating a commitment to the core values and principles which underpin the college and to continuous improvement in all aspects of the college's work
D.2	contributing to a shared vision, and an imaginative and pro-active response to the needs of staff and students at Lees Brook
D.3	being a reflective practitioner, constantly evaluating and reviewing performance and outcomes in order to improve what is offered to young people, believing that what we did last week or last year is not necessarily good enough for tomorrow

**PERSON SPECIFICATION - SCHOOL GAMES ORGANISER**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Full clean driving licence with access to own transport</li> </ul>	<ul style="list-style-type: none"> <li>• A degree or HND in a sport related subject</li> <li>• Governing Body of Sport Coaching Award(s) and other appropriate training</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Familiarity with national strategies for sport , especially competition pathways</li> <li>• Understanding of current trends and initiatives related to PE &amp; Sports Development within schools and communities</li> <li>• Experience of planning and delivering successful events</li> <li>• Knowledge and understanding of child protection within sport</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in Physical Education and/or Sports Development</li> <li>• Experience of training and working with Sports Leaders</li> <li>• Knowledge of Health and Safety within sport</li> <li>• Knowledge of school-club links to create pathways</li> </ul>
<b>Skills and abilities</b>	<p>The post holder will be able to;</p> <ul style="list-style-type: none"> <li>• work independently and collaboratively as a member of a team</li> <li>• establish and develop close relationships with schools and the community</li> <li>• communicate effectively (both orally and in writing) to a variety of audiences</li> <li>• Be able to plan and regulate workload</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding and commitment to partnership working</li> <li>• A good understanding of IT</li> <li>• Ability to record, monitor and assess participation in activities</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiasm and passion for sport</li> <li>• Reliability, integrity and flexibility</li> <li>• Approachable, committed, organised and resourceful</li> <li>• Good judgement and knowing when to seek advice or support</li> </ul>	<ul style="list-style-type: none"> <li>• A positive attitude towards professional development and their own learning</li> <li>• Be creative in problem solving situations together with a willingness to take on or try new approaches and ideas</li> </ul>