



SSN and School Games Support Officer

Hours: Approx 1.5 days-2 days, around 12-16 hours per week (Term Time Only) £22-£30 per hour depending on qualifications and experience with a view toward a salaried position in the future.

The role can be adapted slightly for the right candidate! If you need to have slightly more/less hours please state this on your application. As a part time role we understand that we need to make this work with other areas of employment. However, some afternoons 1:30-5:00 will be required.

Start date flexible after 12th April 2021 and can align with current role, teacher commitments for example, for the right candidate. Training will be given.

Closing date 12th March 2021. Interviews will be conducted at mutually agreed times with successful candidates.

Lancaster & Heysham School Sports Network (LHSSN) has a new and exciting role available. The role will provide you with the opportunity to get involved in the development of school sport within Lancaster, Morecambe and Heysham. No two days would be the same!

We are looking to appoint part-time support to assist the School Games Organisers in the delivery of high quality PE, school sport and competition. Hours of work would be agreed around other roles you may have. Home working &/or host-school base, and a range of outreach work would be required. This role would be perfect for an individual with some experience of school sport, who has the flexibility to be able to meet the needs of local schools. Suitable for a range of people including part-time teachers or coaches. As it is a part time role, with a large amount of flexibility to manage your own time around achieving shared outcomes, you should ideally be happy to be paid via your existing school or as a self-employed individual. You will be the main support for LHSSN and will report to the School Games Organisers.

Purpose of the post:

To assist and deliver a wide and varied competition programme across our area, using the national School Games framework for young people as the basis, in order to increase participation in school sport and healthy lifestyles.

- To support the School Games Organiser in the delivery of a programme of intra (L1) and inter-school (L2) competitions, ensuring that these are based on national competition frameworks for young people and associated NGB and schools association national templates or address local priorities.
- This will include some online, video, and virtual based challenges.
- To coordinate and manage the delivery of specific inter-school events as delegated by the SGO. This will include the sending out of pre-competition information, booking suitable venues, organisation of equipment and kit, producing risk assessments, formats, order of plays and certificates.
- To offer some specialist coaching for local schools to upskill pupils and staff, including supporting young sports leaders aged 5-21.
- To support and lead specific programmes such as Girl's Football, and supporting young people in achieving 60 minutes of daily physical activity, or others that may arise.



- To implement the development of new frameworks in additional sports and activities as required, to improve provision for SEND children and those less active.
- To liaise and communicate with PE and school staff across the Borough to ensure a strategic and coordinated approach is in place across sport, PE, competition, leadership and into community clubs.
- To produce monitoring and evaluation reports of intra and inter-school sport activity
- To support the School Sport Co-ordinator (SSCO) within the SSN to ensure that they can provide high quality cluster competitions.
- To support the wider work and programme delivery of the SSN
- To provide clerical & administrative support to the SGO, including collection & inputting data
- Champion the work of the SSN and School Games within schools and the wider community including through social media
- Any other duties commensurate with the grade of the job.

Hours of work: Flexible to be mutually agreed. Within Monday to Friday 9.30am-5.30pm, term time, with some flexibility depending upon competition delivery. Initially hourly rate based with a longer term view to develop into a salaried position based around 15 hours per week, term time only. Uniform and training will be provided. Some budget will be provided to help you achieve specific outcomes.

Person Specification:

Skills and Qualities	Essential	Desirable
Knowledge of school sport and PE	Y	
Qualified Teacher Status &/or Level 2 NGB UKCC sports coaching qualification	Y	
Driving licence and access to a car for regular travel between venues	Y	
First Aid qualification		Y
Role would be subject to achieving an enhanced DBS	Y	
Knowledge of the Girl's football partnerships		Y
Experience of event delivery		Y
Experience of coaching in schools	Y	
Ability to work independently or as part of a team	Y	
Knowledge of the Lancaster, Morecambe and Heysham area		Y
Knowledge of young people aged 5-21		Y
Knowledge of wider programmes related to Health, Sport, PE and schools		Y
Ability to interpret and produce basic data reports		Y
Access to, and competence in, various programmes such as Word, Excel and PowerPoint	Y	
Experience of promotion via Social Media		Y
Ability to think innovatively & adapt; including altering national programmes to fit local need		Y
Knowledge of how Covid19 has affected PE, sport and young people		Y
Ability to build relationships and work with a variety of partners	Y	
Well organised and able to meet deadlines	Y	
Experience of managing a budget		Y
Good communicator in various forms (written, verbal, electronic etc.)	Y	

Thanks for your interest, to apply see 'Application form'