



School Games Organiser

JOB DESCRIPTION

Role Purpose:

As a School Games Organizer, you will be responsible for coordinating and delivering the School Games program in alignment with its vision and mission. Your role will focus on tackling inequalities, promoting youth engagement, and enhancing physical literacy through sport and physical activity. You will work with schools, stakeholders, and young people to ensure the success of the School Games initiatives locally, while contributing to the broader national impact. Your efforts will be crucial in making a positive and meaningful difference in the lives of children and young people.

Key Accountabilities:

Reporting to SLT, this post holder will be accountable for;

Planning, Reporting, and Learning:

- Develop and update a comprehensive development plan using the national tool throughout the academic year, highlighting community connections to sustain young people's participation.
- Create a termly offer of events and activities with clear intentions, considering local insights and youth engagement to target underserved groups effectively.
- Develop case studies to showcase the impact of School Games initiatives against local priorities and share these success stories locally and nationally.

Youth Engagement and Inclusivity:

- Collaborate with key partners to inform and enhance the local and county School Games offer, promoting inclusivity and safe practices.
- Prioritize resources for meaningful youth engagement, empowering young people with a voice and choices in shaping School Games opportunities.
- Identify schools and individuals not engaged in the School Games and develop strategies to improve their involvement.

School Engagement and Support:

- Work with schools to maintain and increase their active engagement in School Games, providing support to prioritize the delivery of the Chief Medical Officer's recommended active minutes.

| | |
|---------------------------------------|------------------|
| This document was approved as follows | |
| People Development Director | Date: 14/04/2020 |
| Version | 1.0 |



- Develop communication plans to promote the value of school sport and encourage participation among other schools in the area.
- Establish clear communication channels with all schools within the SGO area to ensure effective coordination.
- Encourage schools to use tools like School Games Mark, Inclusive Health Check, and Active School Planner to better understand their needs.

Professional Development and Training:

- Provide professional development and communication opportunities for schools to increase their understanding and implementation of 60 active minutes.
- Collaborate with at least one secondary school to promote 60 active minutes practices and share this experience with the county and national level.
- Work intensively with two low-engagement schools to improve their understanding and access to the School Games offer.
- Coordinate and direct schools and young people to relevant training programs for leadership, coaching, volunteering, and officiating experiences.

Networking and Induction:

- Engage in county, regional, and national networking with the Youth Sport Trust, participating in support sessions, Development Coach engagement, and regular updates on the development plan.
- New SGOs must attend a national virtual and face-to-face induction within their first year and engage with their Development Coach.

Culture:

- Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.
- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity

| | |
|---------------------------------------|------------------|
| This document was approved as follows | |
| People Development Director | Date: 14/04/2020 |
| Version | 1.0 |



Undertake any other duties appropriate to the grade of the post as requested by your Line Manager

E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

| | |
|---------------------------------------|------------------|
| This document was approved as follows | |
| People Development Director | Date: 14/04/2020 |
| Version | 1.0 |



PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

| | |
|---------------------|--|
| Thinking Big | <ul style="list-style-type: none">• Show energy, enthusiasm and passion for what you do• Demand the highest quality in all that you do, and in the work of your team• Willing to champion new ideas and think beyond the status quo• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better• Be open to new ideas and change where it will have a positive impact on the organisation• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work• Commitment to self-development, and developing your wider Team• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further• Ability to encourage ideas from others in order to improve the organisation and build your team's confidence |
|---------------------|--|

| | |
|---------------------------------------|------------------|
| This document was approved as follows | |
| People Development Director | Date: 14/04/2020 |
| Version | 1.0 |



| | |
|-------------------------------------|---|
| <p>Doing the Right Thing</p> | <ul style="list-style-type: none"> • Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission |
| <p>Showing Team Spirit</p> | <ul style="list-style-type: none"> • Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small, of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other peoples' needs and show an ability to offer genuine support • Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams |

| | |
|---------------------------------------|------------------|
| This document was approved as follows | |
| People Development Director | Date: 14/04/2020 |
| Version | 1.0 |



KNOWLEDGE, EXPERIENCE & SKILLS

Requirement **Assessed at**
E – Essential **A – Application Stage**

D – Desirable **I – Interview Stage**

P – During the probationary period

| | | E | D | A | I | P |
|---------------------------|---|---|---|---|---|---|
| Organisational Fit | Thinking Big | X | | X | X | X |
| | Doing the Right Thing | X | | X | X | X |
| | Showing Team Spirit | X | | X | X | X |
| Knowledge | GCSE Maths and English minimum grade 4 or equivalent | X | | X | X | |
| | Degree in relevant subject | | X | X | X | |
| | Knowledge of School Games principles and objectives | | X | X | X | |
| | Relevant safeguarding qualification and/or training | X | | X | X | X |
| | Knowledge of strategies to develop learning | X | | X | X | X |
| | Knowledge and understanding of how children learn and how to motivate them | X | | X | X | X |
| | Knowledge of and compliance with policies and procedures relevant to child protection, health and safety | X | | X | X | X |
| | Knowledge of the issues related to working with children who reside in areas of high socio-economic deprivation | X | | X | X | X |
| | | | | | | |
| Experience | Experience of working with children who have a wide variety of educational needs | X | | X | X | X |
| | Experience of working with external agencies | X | | X | X | X |
| | Experience of updating assessments and individual Education Programmes | X | | X | X | X |
| | Experience of dealing with sensitive and confidential student information | X | | X | X | X |
| | Relevant experience supporting children in an educational setting | X | | X | X | X |
| | | | | | | |
| Skills | Ability to work effectively within a team environment | X | | X | X | X |

| | |
|---------------------------------------|------------------|
| This document was approved as follows | |
| People Development Director | Date: 14/04/2020 |
| Version | 1.0 |



| | | | | | | |
|---|---|---|---|---|---|---|
| | Ability to build and maintain effective working relationships with pupils and parents/carers | X | | X | X | X |
| | Ability to build and maintain effective working relationships with internal colleagues and external agencies | X | | X | X | X |
| | Ability to communicate and collaborate effectively with a wide range of stakeholders using a variety of media | X | | X | X | X |
| | Strong organisational and project management skills | X | | X | X | X |
| | Ability to work with an individual child or with a group | X | | X | X | X |
| | Ability to extend children's thinking skills | X | | X | X | X |
| | | | | | | |
| | Excellent communication and interpersonal skills | X | | X | X | X |
| | Ability to prioritise workload effectively to meet deadlines and work under pressure | X | | X | X | X |
| | Commitment to fostering inclusivity and addressing inequalities in sports and physical education | X | | X | X | X |
| A passion for promoting physical activity and sports among young people | X | | X | X | X | |

| | |
|---------------------------------------|------------------|
| This document was approved as follows | |
| People Development Director | Date: 14/04/2020 |
| Version | 1.0 |