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| **Sport Intern** |

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| **Reporting to:** | Curriculum Manager |
| **Working Hours:** | 37.5 hours per week and term time only |
| **Salary:** | £15,418 (Pro rata for term time only contract)  (from which food and accommodation will be provided at a cost of £6,300 to be deducted from your salary) |
| **Position Code:** | PC S1 |
| **Job Status** | Part Time (flexible hours) Fixed term contract (12 months) |

**Job Purpose**

The Sport Intern will play a pivotal role across the College in developing and facilitating a range of sporting participation, enrichment and volunteering opportunities. They will increase student engagement and play a key role in the ongoing development of the College’s academy sports provision. They will also be responsible for instructing students in the Adventure Education and Sport Division and managing the equipment/stores for everyday activity.

**Duties and Responsibilities of the Job**

1. **Competitive sport and enrichment**

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| 1. Day to day supervision of the Adventure Education and Sport gym, sports hall, equipment and stores for daytime and evening activities. |
| 1. Organise Fixtures – liaise with opposition, enter tournaments, organise referees, transport, venues, directions and kit cleaning. |
| 1. Promote the academy and enrichment programme through various avenues liaising with local organisations and the student union. |
| 1. Plan, manage and implement a college-wide enrichment programme (liaising with the Student Union Participation Officer) to meet college targets for increasing participation in physical activity and sport. |
| 1. Establish and develop sustainable links with local development officers, governing bodies, sports clubs, schools and other community providers to enhance the delivery of the college enrichment and academy programme. |
| 1. Establish systems for the recruitment and retention of volunteers, leaders and coaches for the academy, sports enrichment and bespoke programmes. |
| 1. Promote the benefits and successes of the academies, sports enrichment and bespoke programmes to ensure they have a high profile. |
| 1. Monitor and evaluate the success of the academy, enrichment and bespoke programmes. |

1. **Tutoring**

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| 1. Plan and deliver taster days, ‘keep warm’ activities, welcome days, enrolment and induction activities. |
| 1. Support students through enrolment and induction. |
| 1. Ensure the College’s value added system is used to support emotional, social and employability skills alongside students’ studies. |

1. **Quality Improvement**

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| 1. Attend team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements. |
| 1. Support students to participate in student forums and surveys and collate programme(s) ‘student voice’ feedback to support action planning for continuous improvement. |
| 1. Ensure and maintain standards and quality by engaging with and using the college quality systems. |
| 1. Contribute to the evaluation of teaching, learning and assessment procedures to enhance the student experience and support Continuous Professional Development (CPD). |
| 1. To ensure the quality safe delivery of activities and supervise students on residential experiences where required. |

1. **Continuous Professional Development**

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| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| 1. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience. |
| 1. Complete all mandatory training as required in line with college expectations. |

1. **Other responsibilities and duties**

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| 1. Participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events. |
| 1. Work with employers and other stakeholders as required to develop and deliver high quality opportunities. |
| 1. Contribute to, and support delivery of the college strategic plan. |
| 1. Comply with the departmental operating plan and contribute to action plans as needed. |
| 1. Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics. |
| 1. Analyse and selectively implement the calendar of key equality and diversity events across the programme. |
| 1. Ensure all safeguarding policies and procedures are followed. |
| 1. Any other duties connected with the post as are completed as reasonably required from time to time. |
| 1. Adhere to the College safety policy ensuring that appropriate safety standards are maintained during all college activities by both staff and students. |

**Qualifications / Skills / Knowledge / Qualities**

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

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| **Essential criteria for the post** |
| Hold relevant professional qualifications including gym supervisor and practical sports coaching qualifications. |
| Level 2 or higher qualifications in both English and maths. |
| Sector / industry experience and/or evidence of specialist subject knowledge in key areas. |
| Demonstrate a strong desire to work collaboratively as part of a high performing team. |
| Clear understanding of the needs of students and how these may be met. |
| Demonstrate a clear understanding of the factors affecting student welfare and best practice in maintaining and enhancing student behaviour and safeguarding. |
| Excellent communicator with highly developed interpersonal skills. |
| Comprehensive and well developed IT skills. |
| Skills and experience in problem solving and a flexible and adaptable approach. |
| Adaptable and flexible approach to change. |
| **Desirable criteria** |
| Hold a professional instructing qualification or equivalent. |
| Evidence of running sporting initiatives |
| Full clean driving licence |

**CONDITIONS OF EMPLOYMENT**

**Instructing**

This is an instructing post, and the total instructing hours will be in the range of 550 – 750 hours per year. The number of instructing hours undertaken will depend on the nature of the sessions and the size of classes and any other allocated responsibilities.

**Working Hours**

The basic working hours are 37.5 hours per week however this is a term time only post. The normal working day will be between 11:30 – 20:00 and there will be some full day and weekend working required to ensure the quality delivery of sporting initiatives and to support faculty activities plus whole college recruitment and promotional events.

**Annual Leave**

You are not required to work during Plumpton College holiday closure periods and you are not paid for this period, except for the two weeks preparation time referenced above. However your pay, which is paid to you in twelve equal monthly instalments, includes payment for your pro rata annual leave and bank holiday entitlement.

You should ensure that you take your annual leave during the college holiday closure period as you may not take annual leave during term time. The payment and period absent form work satisfies your entitlement to statutory minimum annual leave.

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’.  There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal