



## JOB DESCRIPTION

<b>Job Title:</b>		<b>Newcastle PE and School Sport Service Assistant Manager</b>			
<b>JE Code:</b>	A5149	<b>Evaluation:</b>	Points 509	<b>Grade:</b>	N7
<b>Effective Date:</b>	November 2022	<b>Status:</b>	Final		
<b>Responsible to:</b>		<b>Newcastle PE and School Sport Service Manager</b>			
<b>Responsible for:</b>		PE and School Sport Service Support Officers			
<b>Job purpose:</b>		To lead, organise, develop and motivate the PE and School Sport Service.			

### Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To ensure the effective day-to-day running of the department, including the supervision of staff in relation to Service Level Agreement Programmes and Services.
2. To lead the development and planning of an effective range of services and programmes brokered and delivered by the Newcastle PE and School Sport Service.
3. Promote the benefits and success of PE and School Sport Service and establish and maintain regular communication between all interested parties
4. Oversee and lead on the planning, development and organisation of the Professional Development Programme for Schools including engagement of quality assured trainers to deliver on the behalf of the Service.
5. Oversee and have overall budgetary control for the PE and School Sport Service.
6. Lead on the process of identification and attraction of additional sources of funding to support continual development of initiatives to support delivery of NEAT and the Services strategic plans.
7. Drive and maintain the high delivery standards of the Team by Quality Assuring the work carried and implementing a robust and relevant Staff CPD Plan.
8. To attend and contribute to meetings involving SLA Schools as and when required, including individual schools PE planning meetings.
9. To be responsible for the training and development of delivery staff in relation to the activities of the Newcastle PE and School Sport Service, including maintaining records and quality assuring the delivery of such staff to ensure a high quality of service is delivered to Schools that the Service works with.

10. To support non-specialist teachers in the planning, delivery and assessment of Curriculum PE lessons either as PPA cover or for the purposes of upskilling teaching staff as part of the Newcastle PE and School Service SLA requirements.
11. To ensure appropriate equipment, facilities and services are available for the implementation and delivery of programmes and services brokered by the Newcastle PE and School Sport Service.
12. To be responsible for the development, planning and delivery of a PE CPD Plan for EYFS, KS1 & KS2; including Twilight PE Sessions for Primary Schools, Whole Staff Meetings, curriculum PE.
13. To deliver PE Coaching support including for example, breakfast clubs, lunchtime clubs, afterschool clubs, PE boosters and other intervention programmes.
14. Oversee and ensure the Health and Safety practices and risk assessments are in place for all activities undertaken by the Newcastle PE and School Sport Service.

### **Trust responsibilities**

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meetings.