



### Person Specification

<b>JOB TITLE:</b>	<b>Newcastle PE and School Sport Service Assistant Manager</b>
<b>DATE:</b>	<b>April 2024</b>
<b>STATUS:</b>	<b>Final</b>

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
<b>Knowledge and qualifications</b>					
1. Good standard of literacy, numeracy and IT skills	E	✓		✓	✓
2. First Aid Qualification	D	✓			✓
3. Level 1 and Level 2 NGB Coaching Qualification	E	✓			✓
4. Educated to Degree Level	E	✓			✓
5. Qualified Teacher Status in a PE Specialism	D	✓			✓
6. Evidence of relevant and recent continuous professional development	D	✓			✓
7. A sound knowledge of Health and Safety practices relevant to the role	E	✓		✓	
<b>Experience</b>					
8. Experience of managing and delivering activity programmes and events	E	✓	✓	✓	
9. Experience of developing and delivering to standards of service	E			✓	
10. Experience of planning, delivering and evaluating activity sessions for young people	E	✓		✓	
11. Experience of team teaching or mentoring staff or upskilling teaching staff	E	✓	✓	✓	

12. Experience of providing teacher support in Curriculum time or mentoring staff	E	✓		✓	
13. Experience of managing and developing staff to ensure performance standards are met	E	✓		✓	
14. Experience of applying for funding and budget control	E	✓		✓	
15. Experience of organising and supervising front line services to achieve service targets and objectives	E	✓		✓	
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<b>Skills and competencies</b>					
17. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline	E	✓		✓	
18. Able to use own initiative to solve service delivery problems to achieve positive outcomes	E	✓	✓	✓	
19. Able to work well with a team of other staff, communicating accurately both verbally and written	E	✓		✓	
20. Great people management skills	E	✓		✓	
21. Passion for sport and education	E	✓		✓	
22. Good organisational and time management skills	E	✓		✓	
23. Ability to effectively run the day-to-day operation of the department	E	✓	✓	✓	
24. Ability to build effective working relationships at all levels within an organisation and with external partners.	E	✓	✓	✓	
<b>Other</b>					
25. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓
26. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
27. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	

28. Physical fitness appropriate for the post which will include setting up sports equipment	E	✓			✓
29. Full Driving Licence and use of a vehicle	E	✓			✓