



SOUTH LANARKSHIRE
Leisure & Culture
Behaviour based Job Profile
Active Schools Coordinator

Service: Sports & Physical Activity	Grade: Grade 3 Level 2
Reports To: Active Schools Manager	Location: Various Locations
Vision and Values	
Our Vision	
Our vision is healthier, happier, more connected lives.	
Our Values	
Our values are, Do the right thing Even when no one's looking • Be a great team Work together. Share ideas. Share mistakes. Share successes • Own it Be accountable for outcomes good and bad. Don't pass the buck • Be positive Be hospitable. Make people feel good.	
Overall Purpose of the Job:	
To support current, and lead and develop new, high quality opportunities for primary school pupils to participate in regular, frequent, safe and fun physical activity (incorporating sport, play, health and active travel).	
Main Accountabilities of the job:	
Co-operate with head teachers to develop an Active Schools annual Learning Community plan and individual school plans, and promote the integration of physical activity and sport within schools' policies and development plans.	
Consult and work with relevant staff, pupils, parents and the wider community to encourage an integrated approach to physical activity within the nominated Learning Community.	
Manage the implementation of the individual Active Schools plans with teachers, other school staff and volunteers and professional colleagues and coaches.	
Lead the development and co-ordination of a framework of opportunities in physical activity, play and sport for all pupils in the informal and extended curriculum and, in co-operation with teaching staff link opportunities concerning physical activity to the school curriculum.	
Lead the development and co-ordination of a range of relevant activities within the local community establishing partnerships with key partners/organisations.	
Recruit coaches, leaders and volunteers and develop on-going training opportunities in line with their personal/professional development needs.	
Contribute to and support the on-going work of the Extended Learning Community Teams and Health Promoting Schools.	
Develop working links with staff from within Education and also Leisure, Transport, Health etc to encourage a co-ordinated and collaborative approach to the planning and delivery of activities across	

the authority.
Undertake monitoring and reporting as directed by the Active Schools Manager.
Own It – what can you do
<ul style="list-style-type: none"> • Are motivated to deliver the best possible services possible. • Aim to get things right first time and commit to continuous improvement. • Demonstrate fairness, inclusivity, valuing diversity and equality. • Ensure compliance with external/internal regulations and that you and others are responsible and accountable. • Take ownership of decisions and consider the wider implications for you, the team, and the organisation. • See a job through to completion. • Be accountable for outcomes good or bad.
Be a great team - what can you do
<ul style="list-style-type: none"> • Work together with colleagues and customers and take time to build effective working relationships. • Celebrate team success and create a positive team spirit. • Share skills and knowledge, encourage and support other in applying their ideas to working practices - helping others to help themselves. • Encourage working together for the benefit of customers. • Works alongside internal and external colleagues to meet common objectives. • Actively and respectfully listens to people in order to understand them and their views. • Contributes appropriately to team and other meetings and discussions. • Respects diversity and promotes equality of opportunity when working with colleagues and members of the public.
Do the right thing – what can you do
<ul style="list-style-type: none"> • Display a positive attitude. • Are enthusiastic in your approach to tasks. • Lead by example through sharing your knowledge and skills with others. • Provide support to your colleagues and team. • Is aware of and adheres to professional codes of practice and the code of conduct and understand how these impact on employment.
Be positive - what you can do
<ul style="list-style-type: none"> • Are punctual and friendly and demonstrate a positive professional attitude. • Take pride in your own work and that of your team members. • Understand who your customers are and why they matter. • Are willing to go the extra mile for our customer and act upon their feedback. • Are hospitable and make customers feel good. • Are willing to go the extra mile for our customer. • Put the customer first in all that you do.
Position Requirements
<ul style="list-style-type: none"> • Qualifications: Degree or HND in a relevant discipline is desirable but not essential. • Recruitment Checks: As part of our approach to good practice and safer recruitment we carry out a number of pre-employment checks for example, Identity, Asylum and Immigration and employment history etc.

- Ability to travel throughout South Lanarkshire, visiting multiple locations for the purpose of Active Schools.
- **Disclosure Scotland:** This post is excepted in terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 2003.
- The successful candidate will be subject to a criminal records check provided by Disclosure Scotland.
- This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act, 2007. Therefore, it is an offence to apply if you are barred from working with children.
- Preferred candidates will be required to join the PVG Scheme, or undergo a PVG Scheme Update check, prior to a formal offer of employment being made by South Lanarkshire and Culture Ltd
- Please refer to <http://www.disclosurescotland.co.uk/publications/> and click on Code of Practice for further information about the disclosure process and best practice.