



SOUTH LANARKSHIRE
Leisure & Culture

Active Schools Co-ordinator Job Profile

Service: Sport and Physical Activity	Grade Scale: Grade 3 Level 2
Reports to: Active Schools Manager	

Purpose of Job

To lead support and develop, high quality opportunities for primary/secondary school pupils to participate in regular, frequent, safe and fun physical activity (incorporating sport, health and active travel).

Key tasks and responsibilities

- Co-operate with Headteachers and key stakeholders to develop the Active Schools operational plan, incorporating Learning Community priorities 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, and sport for all pupils in the informal and extended curriculum, 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 to 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.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Education, Qualification and Training		<ul style="list-style-type: none">• Degree
Skills, knowledge, experience	<ul style="list-style-type: none">• Knowledge and Experience in delivering either Active Schools, Health, or	<ul style="list-style-type: none">• Managing people and change.• Project or Partnership coordination

	<p>Sport in community setting.</p> <ul style="list-style-type: none"> • Performance management skills in analysing and presenting KPIs, reports and Theories of change. 	
Personal Qualities	<ul style="list-style-type: none"> • 'Our Values' based approach. • Flexible and adaptable. • Energy and commitment to delivering Inclusive services. 	
Other		<ul style="list-style-type: none"> • Driving licence

Safer Recruitment Checks

As part of our approach to good practice and safer recruitment we carry out a number of pre-employment checks.

- Asylum and Immigration right to work in the UK
- Reference check: external candidates require 2 references, one of which must be from your present or most recent employer: Internal candidates require 1 reference from current line manager.
- Candidate Disclosure Check, where applicable

Behaviour Framework

The Behaviour Framework is a set of core behaviours that defines how employees approach work to enable the delivery of key tasks for the role. The expected behaviours for this role are:

Own It – what can you do

- 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

- 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

- 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

- 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.