



# Role Profile

## Assistant Active Schools Co-ordinator

Reference No:	A4775		
Service:	Education		
Job Family:	Education Specialist Support	Grade:	FC6

### Purpose

Active Schools aims to provide more and higher quality opportunities to take part in sport and physical activity before school, during lunchtime and after school, and to develop effective pathways between schools and sports clubs in the local community.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Assist Active Schools Coordinators to develop a network of volunteers to undertake appropriate roles, increasing the number of effective volunteers actively engaged in delivering quality Active Schools sessions.

Assist in the retention of volunteers actively engaged in Active Schools and identify progression pathways for interested volunteers.

Enhancing the skills and confidence of all volunteers through provision of training and support.

Assist ASCs in developing and supporting leadership skills for young people in physical activity and sport.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**   **D**

Educated to SCQF level 9, which includes a Degree or equivalent, in a relevant discipline or equivalent experience

✓

Membership of a relevant professional organisation

✓

Nationally recognised governing body qualification

✓

Moderate experience of working with children in education, sport, health, leisure and/or recreation

✓

Ability to provide a regular and effective service

✓

Experience of working with and influencing professional teachers and partners

✓

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Increasing the quality and range of opportunities to participate in sport before, during lunchtime and after school.	Experience in identifying good practice and promoting the role of physical activity, including sport, play, health and active travel	✓	
Supporting and developing effective pathways between school and sport clubs to improve the transition from schools to clubs.	Experience of identifying and developing training needs		✓
Considering available data to identify and address gaps within the cluster to increase provision and distinct participant numbers.	Experience in leading and managing projects in areas of education, sport, health, leisure and/or recreation		✓
Evaluating the effectiveness of programmes.	Experience of evaluating the effectiveness of the activity/programme		✓
Identifying and developing an understanding of the needs of children and young people in relation to sport and physical activity, particularly in 'hard to reach groups' and adopting a targeted approach to engaging these groups to take part in physical activity and sport.	Experience of physical activity and sport planning		✓
Preparing and leading a series of appropriate lesson plans, providing clear instructions and demonstrations.	Experience of planning and reviewing to adapt a progressive programme	✓	
Aiding enhanced transition across school stages to maintain physical activity levels and interest in sport amongst children and young people.	Team working skills		✓
Building links with partner agencies and the local community to develop an understanding of the needs of children and young people.			
Consulting with the inactive children and young people on the activities they want to participate in and providing a wide range of physical activity and sport opportunities.	Knowledge of the benefits that physical activity and sport can bring to all	✓	
Working in partnership with education and Active Communities staff in developing an integrated approach across physical education, school sport and sport in the wider community.	Motivational skills	✓	
Contribute to developing, implementing and monitoring the Active Schools Annual Action Plan (using both national and local monitoring data).	Strong influencing and negotiating skills		✓
	Decision making skills		✓

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Assist in ensuring an effective reporting and communication process at both operational and strategic level is in place for Active Schools within their locality.			
Measuring and reporting the impact of Active schools through collating and using data, self-assessing and reflecting, continuously improving and evaluating.	Knowledge of the Active Schools approach, its operation and required outcomes		✓
Attending Active Schools training sessions, networking days and conferences, sharing best practice at these events.	Prioritisation skills  Initiative taking skills  Experience of presenting information in an interesting and stimulating manner	✓  ✓	  ✓
Ensuring Active Schools has a high profile within the school and community in accordance with the Active Schools Style Guide.	Communication skills  IT Skills	✓  ✓	
Working closely with school senior management team(s) and all relevant departments ensuring the aims and outcomes of Active Schools are delivered.	Experience of budgeting and reporting procedures  Team building skills		✓  ✓
Assist in coordinating and developing extended curricular opportunities for physical activity and sport in the school and the wider community.	Resilience skills and able to deal confidently with difficult challenges  Flexible approach to working	  ✓	✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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## Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

### Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

### Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.