**PORT VALE FC FOUNDATION**

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | School Sports & Participation Officer | **Grade:** |   |
|  |
|  |  | **Date:** | 2018 |

| **FACTOR** | **ESSENTIAL** | **HOW ASSESSED** | **DESIRABLE** | **HOW ASSESSED** |
| --- | --- | --- | --- | --- |
| **(1) Relevant Experience** | Previous experience in delivering / leading curriculum time lesions.Experience in delivering high quality EYFS, KS1 & KS2 P.E lessons.Previous experience of running Coaching courses to the governing bodies standards.Previous experience of coordinating school contracts and provision. | Interview/ CV | Delivering larger (whole school) learning activities.A pre understanding of the PLPS programme.Evaluating impact of sessions.  | CV / Interview |
| **(2) Formal Academic Qualifications** | GCSE Maths and English C+AFPE Level 3  |  | Further education around sports coaching and development.Educated degree in a sport / educational related subject.  | CV/Certificates. |
| **(3) Vocational Qualifications and Training** | National coaching qualification endorsed by the sport’s governing body.First Aid & Safeguarding certificatesEnhanced DBS check | CV/certificates & Interview. | FA licensed coach memberHealth and Safety at Work | CV / Interview  |
| **(4) Specialist Knowledge** | Level 2 certificate in a sporting NGB award /sGood knowledge of current PE school curriculum and ofsted guidelines.  | CV/certificates. | Other level 2 NGB awards Multi skills level 2 | CV/Certificates.Interview. |
| **(5) Job Related Skills and Abilities** | Must be able to communicate effectively with participants, customers, visitors and staff.Good IT skills, including word processing, spreadsheets and databasesAbility to deliver KPI`s against project plans on time and within budget.The ability to work under own initiative and be pro-active in driving the organisation forward.  | Interview / CV  |  |  |
| **(6) Physical Requirements and Personal Attributes** | To represent Port Vale Foundation Trust in a professional manner at all times; to include dress, presentation, hygiene, attitude, conduct and professionalism | Interview/references. | Enthusiasm and passion for sportA positive attitude towards professional development and their own learningCreative in problem solving situations together with a willingness to take on or try new approaches and ideas | Interview / CV |
| **(7) Special Working Conditions** | Have a clean enhanced DBS check. Hold a valid full, clean UK driving licence. Required to work evenings and weekends and occasional match days when requested. Reliable approach to working hours | Interview/ CV |  |  |