



Equality and Achievement

# Trust Sports Development Officer

Candidate Information Pack





# 01 Welcome

On behalf of the Board of Redhill Academy Trust I would like to thank you for your interest in the exciting role of Trust Sports Development Officer. As a Trust, we value the contributions of all staff and are committed to investing in the professional development and welfare of all employees.

Redhill Academy Trust is a thriving and ambitious community of schools providing a broad spectrum of education for children and young people across Nottinghamshire and North Derbyshire.

The origin of Redhill Academy Trust lies with The Redhill Academy, an outstanding secondary school in Arnold, Nottingham. The Trust has now grown to encompass 15 academies across Nottinghamshire and Derbyshire, providing excellent education for over 11,000 children in nursery, infant, junior, secondary and post-16 settings.

We are also a regional leader in teacher training and high-quality professional development which we deliver through the DfE designated Redhill Teaching Hub.

As a locally based Trust we take pride in serving our communities. We have a clear purpose of improving children's futures and contributing to positive social mobility in the region.

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# 01

## Welcome

We believe in high aspirations, high expectations and high achievement for all – from the very youngest children in our nurseries, to students and sixth formers forging their own bright futures.

Each of our schools is unique, but they all promote an ethos of equality and achievement through a mission to ensure that all local children have the chance to achieve their full potential, whatever their background and starting points.

It is our vision that Redhill Academy Trust can continue to grow and broaden our reach over time, providing better outcomes for even more young people in the future.

After reading the contents of this job pack, and undertaking your own research, I hope that you will feel inspired to take your interest further and consider investing in us, as we will in you.

Andrew Burns OBE

**Chief Executive  
Redhill Academy Trust**

# Trust Sports Development Officer

**Contract:** Full-time

**Salary:** Band 12, Scale Points 56 - 60  
(£37,616.39 - £41,520.98)

**Start date:** Required from April 2023 (or earlier)

**Closing date:** 24/02/2023

**Interview dates:** 15/03/2023  
16/03/2023

Redhill Academy Trust is seeking to appoint an efficient and highly organised candidate to lead the development of a Trust-wide sports programme.

The successful candidate will be excellent at developing strong relationships and prioritising their workload to positively and pro-actively work with the Regional Directors, the Director of PE and academy Heads of PE to develop and deliver a first class sports and activity programme across the Trust.

For a discussion about the role with Tim Croft, Regional Director, please contact [J.Hill@redhillacademytrust.org.uk](mailto:J.Hill@redhillacademytrust.org.uk).

An application form and further details can be downloaded from the Trust website [www.redhillacademytrust.org.uk](http://www.redhillacademytrust.org.uk)

Redhill Academy Trust is committed to safeguarding children practices. Any appointment will be subject to an enhanced DBS check and successful references.



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Advert



# Job Description

## **Post Objective:**

- Implement a Trust wide Sports Programme to include all students through to elite level Sport
- Manage the implementation, monitoring and evaluation of the Trust Sport Programme (TSP), School Sport and Physical Activity offer
- Ensure the work of the Trust Sport Programme is sustained through links with other agencies, such as National Governing Bodies and Clubs
- Manage the finances of the Trust Sport Programme
- To support schools in their effective implementation of the Programme

## Main duties and responsibilities:

- To develop a Trust Sport Programme strategy and Action Plan
- To engage and maintain the support of the Headteachers and Schools in the Trust, ensuring schools engage effectively with the Trust Sports Programme
- Provide support for PE Subject leads in all Key Stages.
- Deliver high quality evidence-based advice and support relating getting students more active
- To provide management to the Trust based PE staff/links
- To provide management of the School Competition Co-ordinators and support Heads of PE in Secondary Schools
- Monitor the delivery of the Trust Sport Programme
- To liaise with key partners such as the Local Authority, National Governing Bodies of sport and to promote the interests of The Redhill Academy Trust through these meetings
- To manage a local programme of continuing professional development for staff in all Trust schools

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### **Main duties and responsibilities (continued):**

- To provide and monitor a programme of support in the delivery of high-quality sport across the Trust. To identify suitable staff, provide on-going support for them and to quality assure the programme
- Work with Trust PE leads to identify suitable students through the talent identification process
- To manage and ensure the successful delivery and implementation of a programme of opportunities to develop structured lunchtime/afterschool/weekend and holiday activities in all schools that provide opportunities for all students
- To report termly to the Trust Strategic Group against the plan agreed by the group
- To meet specific performance management targets as agreed with the Line Manager
- To promote the benefits and successes of the Programme
- Develop and deliver the Programme marketing and social media strategy
- To identify and attract additional sources of funding to support development activity
- To contribute to the development of a Trust wider co-curricular offer

## Qualifications

### Essential

- GCSE English and Maths grade A –C, or equivalent or able to demonstrate this level of literacy and numeracy
- Educated to Level 3 (A Levels / BTEC / Extended Diploma / GNVQ or equivalent) in a relevant subject
- Hold a full UK driving licence
- Track record of CPD and training

### Desirable

- Degree qualification

# Person Specification

*Continued...*



## Experience

### Essential

- Supporting others in a work-based environment to improve the performance of staff
- Understanding of safeguarding in a school environment and relevant legislation such as Keeping Children Safe in Education
- Experience of organising and delivering multiple activities/events at the same time
- Experience of promotion and marketing
- Experience with application and report writing
- Experience of event planning and event delivery
- Able to demonstrate, through training and experience, a clear understanding of sport development initiatives and community work practice
- Knowledge of the National Curriculum
- Experience of working in partnership with a variety of organisations and building relationships

### Desirable

- Undertaken annual performance related reviews of staff and target setting
- Providing CPD to colleagues
- Experience of assessing and monitoring progress of pupils' development
- Experience of managing a team of people
- National Governing Body qualifications or coaching experience in a variety of sports
- Experience in a leading role
- Experience in social media promotion methods
- Experience and knowledge of working with children in a school environment

## Aptitude, Skills & Ability

### Essential

- Excellent communication skills, both oral and written
- Ability to maintain confidentiality and handle sensitive data appropriately
- Ability to work effectively within a team
- Ability to demonstrate a flexible approach to work and changing priorities
- Ability to be adaptive and use initiative
- Excellent behaviour management skills and leadership
- Ability to form and develop professional relationships with school staff and teachers
- Knowledge of the School Games Programme
- Ability to handle a range of projects and initiatives running in parallel
- Ability to use ICT to collate and analyse information and produce reports (e.g. Microsoft Excel, Word, PowerPoint and Outlook)
- Ability to collect, record and present accurate research findings to a small team
- Ability to demonstrate good organisational skills, managing time and priorities effectively
- Able to work without close supervision, using initiative to identify those matters that can be dealt with directly and those which require reference to one's line manager
- Ability to regularly travel to various schools within the Trust

### Desirable

- Ability to work effectively with multi-agency teams and establish safe and effective working partnerships with other agencies and disciplines
- Experience of using complex Management Information Systems in an educational setting.
- Knowledge and understanding of a wide range of community and sport-specific groups.
- Knowledge and understanding of the current trust sport structure
- Able to liaise effectively with relevant agencies



Essential

## Personal Qualities

- Enthusiasm
- Team-working skills
- Reliability
- Integrity
- Organised
- Flexibility
- Engagement in own professional development
- Valuing people
- Taking ownership
- Forward thinking
- Professional pride
- Always inclusive

Person  
Specification  
04

## Other requirements

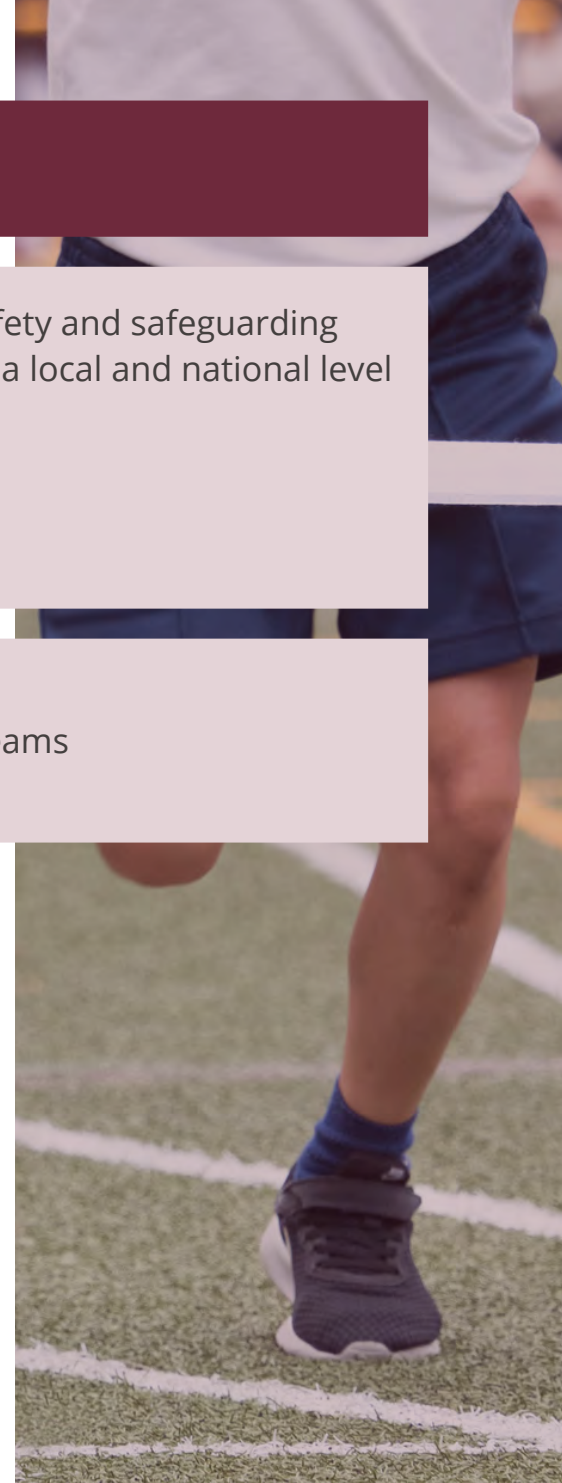
### Essential

- Awareness and commitment to equality and diversity, health and safety and safeguarding
- A working knowledge of sporting infrastructure and development at a local and national level
- Be reliable, punctual and have effective time management skills
- Ability to work on your own or as part of a team
- Enthuse and motivate others
- Have access to a car

### Desirable

- Awareness of national and local strategies and accreditation
- Ability to identify and access national, regional and local funding streams
- Experience of marketing and promotion

Person  
04  
Specification





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