



## **Teaching & Activity Assistant – Part Time**

### **JOB DESCRIPTION**

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<b>Post Title:</b>	Teaching & Activity Assistant – Part Time
<b>Responsible to:</b>	Head Coach
<b>Hours:</b>	Flexible, 5-20 hours per week dependent on region. Additional hours are available during school holidays.
<b>Salary:</b>	£12 - £20 per hour (dependent on location qualifications & experience).
<b>Location:</b>	Current availability in the following regions: Central London Home Counties (Bucks, Herts) East Anglia (Cambridge) Yorkshire (Sheffield, Doncaster, Wakefield, Barnsley) North East (Newcastle, Durham, Tees Valley)

### **Job Purpose**

The Teaching & Activity Assistant position is a key position for Sport Works as we continue to expand our programmes across the UK! We have a number of exciting positions across the country, each tasked with supporting the smooth running of our projects and helping to improve health outcomes.

Our Teaching & Activity Assistants are “the face” of Sport Works and play a critical role in enabling us to achieve our goal of enhancing health, educational achievement and employment, particularly for disadvantaged and marginalised groups.

### **Main Duties & Responsibilities**

- To support the wellbeing of our participants to ensure they are able to successfully engage and benefit from our programmes.
- To assist individuals in reaching their personal potential by improving physical, mental and emotional health.
- To support individuals to develop essential life skills including self-reliance, resilience and confidence.
- To work directly with a diverse range of needs including individuals with learning disabilities, autism, physical disabilities, acquired brain injuries and mental health challenges.
- To provide physical and emotional support which meets the needs of each participant,
- To work as part of a team to ensure Sport Works’ programmes are well-structured and high quality, ensuring they are tailored to meet the needs and aspirations of participants.
- To identify innovative ways to engage participants in our activities, in particular children and adults who do not usually participate in sport or physical activity.
- To support the Head Coach in running safe and effective programmes, undertaking coordination and administration tasks as appropriate.

- To work flexibly across a range of settings and venues with a diverse group of people; several of our programmes are delivered during weekends and school holidays.

## **Key Responsibilities**

### **1. Deliver high quality activity**

- a) To represent and be the “face” of Sport Works, successfully engaging with and supporting participants, clients and stakeholders.
- b) To improve and develop participant health, fitness, mental wellbeing and educational attainment through our programmes.
- c) To ensure that participants are provided with high levels of support and care to maximise engagement and achievement.
- d) To be responsible for the supervision of participants in their care and to ensure that those participants are provided with an enjoyable and educationally focused experience.

### **2. Project Coordination**

- a) To work as part of our team to coordinate and deliver a range of high quality sport and health programmes.
- b) To carry out administrative duties as necessary e.g. maintain accurate attendance registers, collect monies, carry out risk assessments, etc.
- c) To assist in the collation and evaluation of management information.

### **3. Health and Safety**

- a) To ensure that all activities are delivered within a safe, controlled environment.
- b) To be responsible for supervising participants between the contracted hours and ensure safety and wellbeing at all times.
- c) Oversee all programmes in line with best practice guidelines in health/safety, safeguarding and child protection.
- d) To report any suspicions or reports of abuse against staff or participants.

### **4. Additional Key Duties**

- a) To engage with children, parents and clients where applicable.
- b) Prepare session templates & reports to the Head Coach as required.
- c) To administer First Aid where required and to accurately record and report any injuries or accidents.
- d) Any other duties considered appropriate to the role.

## Person Specification

<b>Area</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge / Training / Qualifications	<p>Relevant qualifications relating to the delivery of community health, education or youth work activity</p> <p>First Aid Qualification</p> <p>Safeguarding and Protecting Children training (or equivalent)</p> <p>Enhanced Disclosure Barring Service check</p>	<p>Health related qualification</p> <p>Teaching / TA qualification</p> <p>Social care qualification</p> <p>Sector specific qualification for working with disadvantaged or vulnerable individuals</p>
Aptitude and Skills	<p>Demonstrate exceptional organisational and planning skills.</p> <p>Ability to plan and deliver progressive, developmental and educational activities.</p> <p>Ability to contribute to work as part of a team, also being able to work independently and on own initiative.</p> <p>Effective communication skills.</p> <p>Excellent time keeping skills.</p>	<p>Knowledge of working with community groups including disability groups, the BAME community, older people and other community based groups.</p>
Work Experience	<p>A minimum of one year experience within a related role.</p> <p>Experience of delivering and co-ordinating programmes for different population groups.</p> <p>Experience of delivering activity in a wide range of environments including schools, club and community settings.</p>	<p>Experience of working with disabled participants, people from the BAME community or individuals with health conditions.</p>
Personal Skills	<p>Ability to develop and implement high quality, varied and creative programmes focusing on a person-centred approach.</p>	

	<p>Ability to inspire, motivate and encourage people.</p> <p>Ability to adapt sessions appropriately dependent on the needs of participants</p> <p>Excellent communication and interpersonal skills, the ability to communicate with people at all levels.</p> <p>Working knowledge or Microsoft office including Outlook, Word and Excel.</p> <p>Excellent planning and organisational skills.</p>	
Additional Requirements	<p>Commitment to continuous professional development and willingness to undertake training where necessary.</p> <p>Ability to work efficiently on own initiative, under pressure and maintain a high standard of work.</p> <p>Confident with a high degree of motivation.</p> <p>Commitment to equal opportunities.</p> <p>A flexible attitude to working, willing to work evenings and weekends.</p> <p>Ability to travel independently.</p>	<p>Good understanding of Child Protection, Child Development, Health and Safety and Sports Equity principles, policies and procedures.</p>

To apply please send your CV and a cover letter explaining why you feel you are the person that we must hire and which region(s) you would like to work in.

Please send your application to Anne Williams [anne.williams@sportworksltd.co.uk](mailto:anne.williams@sportworksltd.co.uk) titled Application: Teaching & Activity Assistant.

Please note the deadline for applications is 7th June, 2021 @ 17.00.