

Information for Job Applicants - Safeguarding of Vulnerable Groups, including children

Please read this important information if the post for which you are applying is classed as Regulated Activity with regard to working or having contact with Vulnerable Groups, including Children.

1. Exemption Orders to the Rehabilitation of Offenders Act 1974 permit us to ask you to tell us about all convictions or cautions on your application form. You are obliged to tell us.
2. Under the Disclosure & Barring Service Scheme, we will need to check that you are not barred from working or having contact with Vulnerable Groups, including Children (according to the post).

Currently we will discover this from an application by you for an Enhanced DBS check for Regulated Activity, which we will arrange for you.

3. If you are already barred from working with either Children or Vulnerable Groups, we cannot by law employ you for this post, and you will commit an offence by making an application.
4. If you are not barred, a criminal record will not automatically bar you from employment, but you may be required to attend a meeting with a Senior Officer of the Council to discuss the details of your record.
5. All information provided by you and the DBS Disclosure, will be kept secure and only made available to persons who need to view it for employment purposes. It will be destroyed after use. We have undertaken to comply with the DBS Code of Conduct relating to storage and security of all Disclosure information. A copy of our policy may be seen at our offices as below.

Transform Sandwell, HR Services, PO Box 16709, 1 Providence Place, West Bromwich B70 1FT

HR Enquiry Desk: 0121 569 3300, or recruitment_team@sandwell.gov.uk



Documents Required at Interview



Please bring the following items with you at interview

- Original copies of Qualification Certificates as highlighted in the Person Specification (if applicable)
- Eligibility to work in UK (if applicable)
- Proof of Identity (see below)

You must produce either:

- One document from Group 1 plus any two from Groups 1 or 2
- Five documents from Group 2

Group 1

- Passport any nationality
- UK Birth Certificate issued within 12 months of date of birth – full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.
- UK issued Driving Licence England/Wales/Scotland/Northern Ireland/Isle of Man; either photocard or paper. A photocard is only valid if the individual presents it with the counterpart licence
- EU National Identity Card EU countries only
- HM Forces ID Card (UK)
- UK Firearms Licence
- Adoption Certificate (UK)

Group 2 documents stated overleaf

Documents Required at Interview

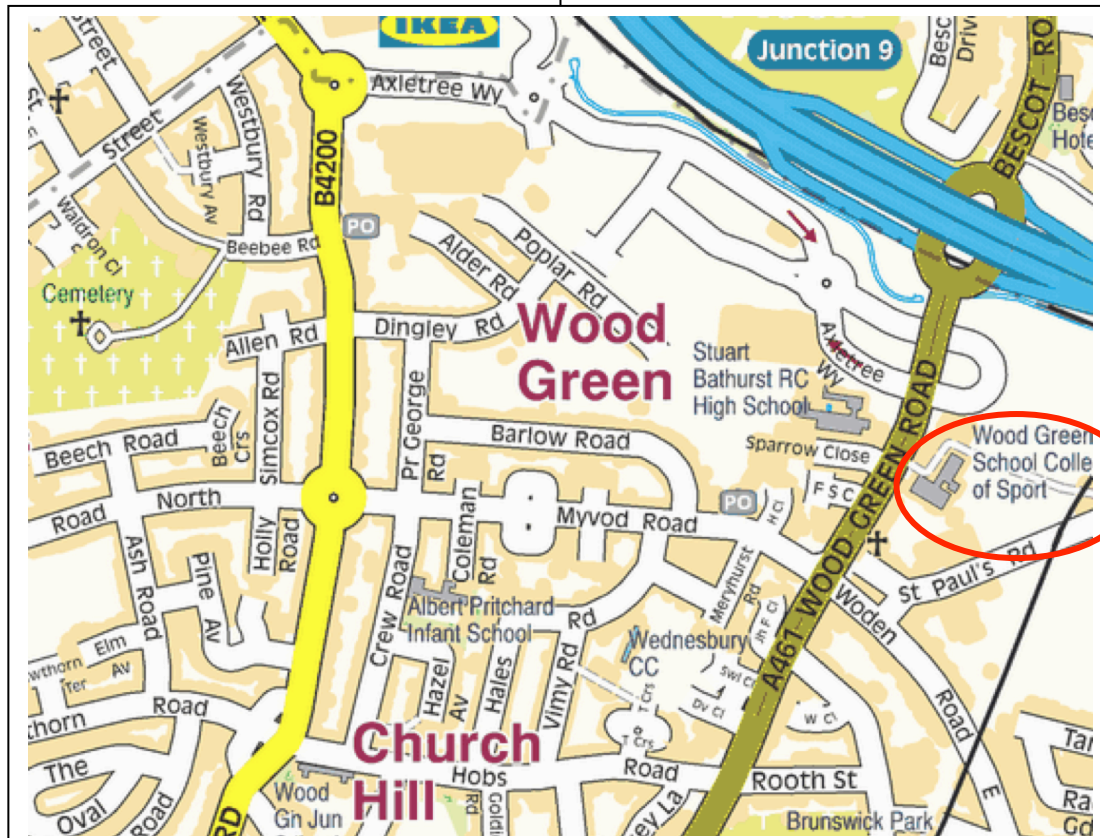
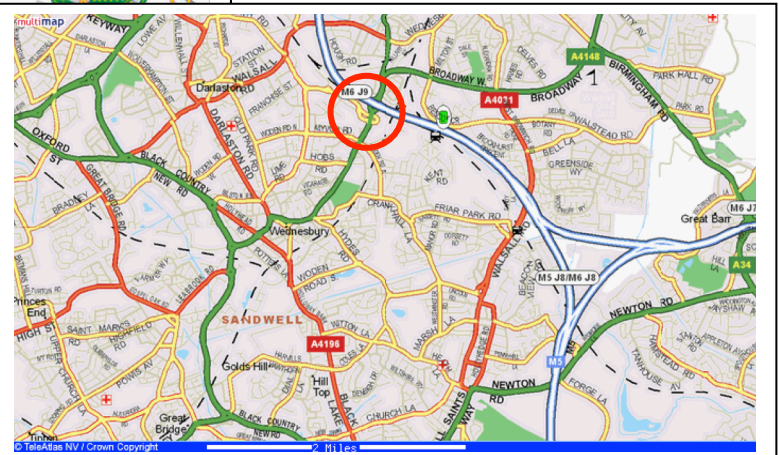
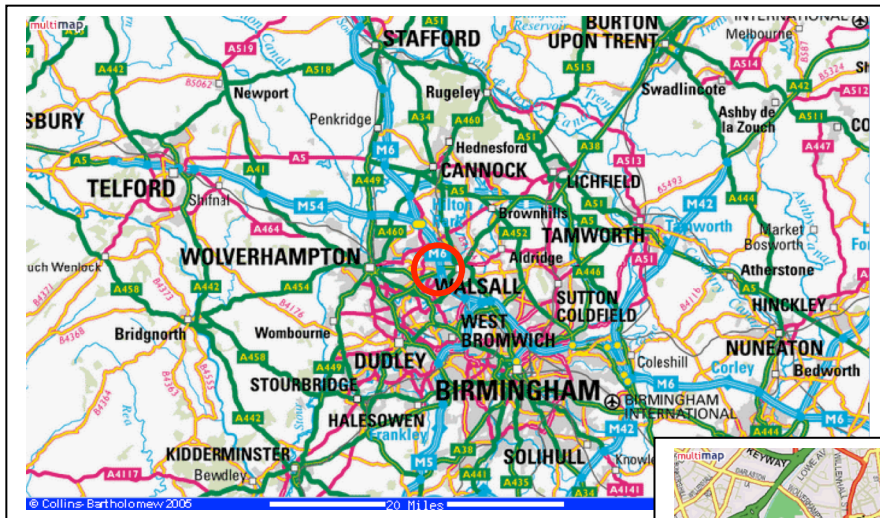
Group 2

- Marriage/Civil Partnership Certificate
- Financial Statement** e.g. pension, endowment, ISA
- Birth Certificate
- Vehicle Registration Document (Document V5 old style and V5C new style only)
- P45/P60 Statement (UK)**
- Mail Order Catalogue Statement*
- Bank/Building Society Statement*
- Court Claim Form(UK)** documentation issued by Court Services
- Utility Bill* electricity, gas, water, telephone – inc. mobile phone contract/bill
- Exam Certificate e.g. GCSE, NVQ, O Levels, Degree
- TV Licence**
- Addressed Payslip*
- Credit Card Statement*
- National Insurance Card (UK)
- Store Card Statement*
- NHS Card (UK)
- Mortgage Statement**
- Benefit Statement* e.g. Child Allowance, Pension
- Insurance Certificate**
- Certificate of British Nationality (UK)
- Council Tax Statement (UK)**
- Work Permit/Visa (UK)**
- A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK)* eg. Department for Work and Pensions, the Employment Service, Customs & Revenue, Job Centre, Job Centre Plus and Social Security.
- Connexions Card (UK)
- CRB Disclosure Certificate**

* Documentation should be less than three months old.

** Issued within past 12 months.

DIRECTIONS TO WOOD GREEN ACADEMY
WOOD GREEN ROAD
WEDNESBURY
WS10 9QU





WOOD GREEN ACADEMY

Tel 0121 5564131
WWW.woodgreenacademy.co.uk



Vacancy: School Games Organiser (Contract 1st December to 31st August – maternity cover)

SALARY SCALE: Band F (£29,636 - £33,799) Pro. Rata.
37 per week, term time only (+ 3 weeks)
3 days per week

Wood Green Academy are seeking to appoint a dynamic, inspirational and experienced School Games Organiser for the Sandwell Area. The successful candidate will be based at the Academy, working under the direct line management of the Assistant Head Teacher.

A Youth Sport Trust initiative, the School Games offer is an established programme to motivate and inspire young people across the country to take part in more competitive school sport.

As one of two School Games Organisers working in tandem for Sandwell, the successful candidate will support schools to use PE and School Sport as a vehicle to raise standards through a range of activities, develop initiatives such as "Change For Life" and help schools to achieve the School Games Mark.

The successful candidate will need to be highly organised, able to prioritise and will manage a range of projects at any one time. Good interpersonal skills and the ability to deliver projects within timescales are essential.

In addition, the post includes the leadership and development of an existing national initiative being led by Wood Green Academy for Sandwell, The FA Girls' Football School Partnership.

This is a fixed term part time maternity cover (3 days per week) from 1st December 2019 to 31st August 2020. The job description and person specification provide a detailed description of the role.

Please complete a supporting letter of no more than two sides of A4 stating your suitability for the post.

Completed application forms and supporting letters should be sent as hard copies by post to:

Application for SGO

Mr James Topham, Headteacher
Wood Green Academy
Wood Green Rd
Wednesbury
West Midlands
WS10 9QU

Or emailed to Admin@woodgreenacademy.co.uk and marked in the subject line, "Application for Learning Support Assistant".

Closing date: 9am Friday 29th November 2019

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Description – School Games Organiser (SGO)

Task List as outlined by the Youth Sport Trust:

- Responsibility for engaging primary, special and secondary (maintained, academy and independent) schools to take part in the School Games offer and then deepen their involvement and engagement in competition.
- Work with School Games Local Organising Committees and School Games Organisers of the Black Country to ensure clear links are in place to enable young people to progress between Intra, Inter and the Black Country Final.
- Ensure the development of a cultural component to the School Games
- Develop the workforce of teachers, non-teaching staff, parents, volunteers, and particularly young leaders, required to activate the School Games at all levels.
- Sustain/grow the network of Change4life sports club in secondary schools and establish a network of Change4life sports clubs in primary schools, building opportunities for these young people to progress into intra and inter School Games competitions.
- Ensure the provision of both inclusive and targeted opportunities for young disabled people to access School Games.
- Support young people to access quality coaching, progress to higher level competition and move into clubs by working closely with CSPs and NGBs of sport, including aligning with NGB competition calendars and implementing NGB priority competition formats in as many schools as possible.

Working Time:

Fixed Term Contract until 31st August 2020

Part time 3 days a week.

Holidays in line with Wood Green Academy pattern.

Salary:

TBC

MAIN (CORE) DUTIES

- Uphold Wood Green Academy's Vision and Values at all times

Core Tasks:

- **Participation:** Drive participation in School Games competition and increase the number of young people taking part in competition.
- **Competition for All:** Develop competitive opportunities for all, including the least active.
- **Clubs:** Increase regular participation in club sport; involve the least active through Change4life Sports Clubs and increase links to local clubs.

- **Workforce:** Broaden participation opportunities through volunteering and workforce roles.
- **Performance:** Establish key performance indicators, target delivery and review progress on a termly basis.
- Engage with Youth Sport Trust to support Performance Management and target setting.

Staffing/Staff Development/Recruitment/Deployment of Staff

- To take part in Wood Green Academy's staff development programme by participating in arrangements for further training and continuing professional development.
- To continue personal development in the relevant areas including subject knowledge.
- To work as a member of a designated team and to contribute positively to effective working relations within the network
- To attend three Continued Professional Development (CPD) opportunities provided by the Youth Sport Trust.

Quality Assurance:

- To help to implement Wood Green Academy's quality procedures and adhere to them.

Communications:

- Where appropriate, to communicate and co-operate with persons or bodies outside Wood Green Academy's and within the School Games Organiser area.

Expected Outcomes:

<u>School Games Organisers Outcomes</u>	<u>Measures</u>
Promotion of school games at Intra Level in Primary Schools. Establishing a coherent programme of intra school competitions across primaries. Providing a gateway to inter school sport.	Deliver a minimum of 22 Events
Establish network communications between Primary, Special and Secondary schools. Ensure there are clear pathways between levels, continuity across primaries and common objectives.	Host SGO area Networking groups to support communication
Establish a clear framework for inter-school competitions in Primary, Special & Secondary Schools in the calendar. Focus on inclusion and opportunity.	Provide all schools with a coherent calendar for all School Games events, competitions, festivals and opportunities.

Organise and deliver the Inter Level events calendar.	
Provision for competitive games for less able pupils. Inter school events with a focus on more pupils experiencing competitive sport at Inter Level. Promotion through intra school competitions. Inclusive festivals for all pupils.	Deliver Inter Development Competitions Deliver Inter Festivals targeting Yr 3/4
Promotion of a broader range of sports.	Establish Community Exit routes
SEND provision and awareness improved. Festivals and coaching to promote this.	Ensure 100% of schools within SGO area are undertaking the Inclusive Health Check to raise awareness and understanding of SEND Provision.
Sustain/grow the network of Change4life sports clubs in secondary schools and establish a network of Change4life sports clubs in primary schools, building opportunities for these young people to progress into Intra and Inter Levels of the School Games.	To have Change 4 Life Clubs embedded
Ensure the development of a cultural component to the School Games	
Liaise and develop links with other SGO's to establish clear pathways for sport	Attend County SGO Meetings
Club links: Establish a network of contacts and pathways for pupils to go into at local and county level.	Establish Community Exit routes
Leadership Academy: To support young people developing leadership skills through the development of a leadership academy. Deploying the leaders to support inter competitions.	Young people supported and receiving ongoing training through a Leadership Academy Inter workforce is made up of young people (U18)
Be a champion and an advocate for 30 Active Minutes within schools.	Engage all schools to attend an Active 30 Minutes workshop.
Support engagement with Active School Planner to embed 30 Active Minutes	Engage all schools in registering and using the Active School Planner.
To engage and support schools to apply for the School Games Mark.	To engage 30 schools within SGO area to undertake a school games mark

Other Specific Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To comply with Wood Green Academy's Health and Safety policy and undertake risk assessments as appropriate.

- To lead the KS3 Wednesday afternoon Enrichment programme with responsibility to manage the staffing and resource budget (£35,000+) and line manage the extensive team of (28+) coaches

Other Generic Duties:

- Contribute to extra-curricular activities including team management, transport, organisation of fixtures, medical and parental consent forms, risk assessments and recording attendance.
- Contribution to inter-house activities
- Development of Gifted and Talented pupils, suggesting pathways for pupils to improve links with external clubs
- Promotion and provision of National Governing Body coaching and leadership awards
- Involvement in the delivery of staff training, within and beyond department
- Contribution to negotiated Sports College outreach work
- Contribution to generic displays and maintenance of PE environment
- Promote PE options at respective Key Stages
- Community provision (holiday camps and out of hours club)
- Duke of Edinburgh assistant coordinator/administrator
- Host SG competitions for both primary & secondary schools
- Organise staff inset training using extreme providers
- Provide evidence and submit application for School Games Mark
- Links to community sports clubs
- Linking with Sandwell Leisure Trust to provide free facilities for KS5 activities
- Promote Wood Green Academy with local primary & secondary schools
- Support the transition team during the summer school
- Develop & deliver Primary Leadership Academy (Year 5 and 6 pupils from local schools)
- Support at selection test evening – including primary liaison work prior to the event
- Promote satellite clubs/external community clubs with all pupils
- Linking with primary schools to support the delivery of Living 4 Sport at KS3
- Support the PE department with supervision of pupils at school games competitions
- Organise & deliver young leader training – officials
- Provide opportunities for students to volunteer out of school hours
- Oversee the change rooms as and when required
- Organise Expressive Arts primary liaison programme
- Promote and arrange for primary & secondary schools to attend Gym and Dance Show
- Offer work experience placements
- Providing support and guidance for students in further developing their leadership skills – through the County Sports Partnership Leadership Academy

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.



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The successful candidate will need to be highly organised, able to prioritise and to manage a range of projects at any one time. Good interpersonal skills and the ability to deliver projects within timescales are essential.

In addition, the post includes the organisation and development of an existing Academy wide Enrichment programme, leading an extended team of coaches.

This is a fixed term part time post (3 days per week) from 1st December 2019 to 31st August 2020.
The job description and person specification provide a detailed description of the role.

Please complete a supporting letter of no more than two sides of A4 stating your suitability for the post.

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Closing date: 9am Friday 29th November 2019

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification – School Games Organiser

The post holder must also hold a valid and clean UK driving licence

Qualifications and Experience	Essential	Desirable
A degree in a related subject or the ability to demonstrate equivalent experience and ongoing continuing professional development.	ü	
Educated to GCSE level or equivalent in Maths and English.	ü	
Valid UK driving licence.	ü	
Relevant work experience in a school or sports development context.	ü	
Successful experience in engaging with and supporting young people/volunteers/teachers in a sport related setting.	ü	
Experience of working strategically in the planning of sport and/or competition-related event management. An excellent understanding of schools, the Government's agenda for sport and competition (School Games) and the health agenda.	ü	
Wide experience in managing and co-ordinating sports events and/or competitions.	ü	
Experience of working with key partners including school, governing bodies of sport and school sports associations.	ü	
Experience of engagement with monitoring and evaluation of programme delivery.	ü	
Excellent knowledge of sports structures from local – national level and a proven track record of achievement.	ü	
Understanding and commitment to physical education, school and community sport.	ü	
Understanding of equity and providing opportunities to ensure the involvement of under-represented groups.	ü	
A good up-to-date understanding of child protection and safeguarding issues and procedures.	ü	
Good working knowledge of Health and Safety and First Aid	ü	

Knowledge and Skills	Essential	Desirable
Excellent communication and inter-personal skills, with the ability to motivate, persuade, negotiate and influence both orally and in writing.	ü	
Computer literacy (this should include e-mail and intranet use and knowledge of Microsoft Office systems such as word and power point).	ü	
The ability to meet objectives on own initiative.	ü	
Committed to continuous self-development.	ü	
Willing to lead specific areas of teamwork and ensure other team members are aware of roles and responsibilities.	ü	
Ability to adopt a flexible approach to working methods when working to your own initiative and as part of a team.	ü	
Ability to establish and maintain good working relationships.	ü	
Excellent personal organisational skills.	ü	
Ability to collect data, analyse and report for performance measurement.	ü	
Ability to chair meetings as and when required.	ü	
Able to prioritise/meet deadlines as and when required.	ü	
Able to cope with unexpected and stressful situations.	ü	
A willingness to keep abreast of developments and make a contribution to the planning and implementation of change in line with the national competition framework for young people and lead responsibility areas.	ü	
Personal Qualities	Essential	Desirable
Consistently demonstrate the behaviours expected of a person in a position of trust.	ü	
Committed to undertaking professional training and assist with the professional development of others.	ü	
Demonstrate reliability and integrity.	ü	
Committed to maintaining a healthy work life balance for oneself and that of others.	ü	
Be tolerant and possess calmness when working with others.	ü	