



Person Specification

JOB TITLE:	PE and School Sport Officer
DATE:	February 2024
STATUS:	Final

Criteria	Essential/ Desirable	Application	Tasks	Interview	Vetting Checks
Knowledge and qualifications					
1. Good standard of literacy, numeracy and IT skills	E	✓		✓	✓
2. First Aid Qualification	D	✓			✓
3. NGB Level 2 Coaching Qualification	E	✓			✓
4. Educated to Degree Level	D	✓			✓
5. Additional Level 1 or Level 2 NGB coaching Qualification	D	✓			✓
6. AfPE Qualification	D	✓			✓
7. Qualified Teacher Status	D	✓			✓
Experience					
8. Ability to deliver high quality physical activity sessions based upon the needs of young people.	E	✓		✓	
9. Experience of managing and delivering activity programmes and events	E	✓		✓	
10. Experience of planning, delivering and evaluating activity sessions for young people.	E	✓		✓	
11. Experience of team teaching or mentoring staff or upskilling teaching staff	E	✓		✓	
12. Experience of providing teacher support in Curriculum time or mentoring staff	D			✓	

13. Experience of developing a PE Curriculum from EYFS to Y6	D	✓		✓	
14. Experience of applying for funding	D	✓		✓	
Skills and competencies					
15. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	✓		✓	
16. Can deliver Primary PE lesson observations and provide relevant feedback	D	✓		✓	
17. Good Planning & Organisational Skills	E	✓		✓	
18. Self-motivated with the ability to motivate and enthuse teaching staff, young people, other coaches and sports leaders.	E			✓	
19. Able to work well with a team of other staff, communicating accurately both verbally and written.	E			✓	
20. Ability to work with minimal supervision, manage a varied workload and to tight deadlines	E			✓	
21. Ability to complete administrative tasks accurately	E	✓		✓	
22. Commitment to Continuous Professional Development	E	✓		✓	
23. Demonstrate good interpersonal skills with colleagues, contractors and customers	E			✓	
Other					
24. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓			✓
25. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
26. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible.	E	✓	✓	✓	
27. Physical fitness appropriate for the post which will include setting up sports equipment	E				✓
28. Full Driving Licence and use of a vehicle	E	✓		✓	