## macacad MACMILLAN ACADEMY

## JOB DESCRIPTION

***Job Title:*** School Games Organiser (Middlesbrough)

***Responsible to:*** Sarah King (Community Partnership Director)

***Core accountability:*** Planning, coordinating, and executing the School Games in Middlesbrough.

***Contract:*** Fixed Term, , 22.5 hours per week (3 days), Term Time Only

***Payment:*** *£16,000 – £17,000 (Spot Salary)*

**Responsibilities:**

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1. **Development Plan:**
2. Create and maintain a comprehensive development plan for the academic year, outlining strategies to engage young people and schools in the School Games.
3. Update the plan each term based on local insights and needs.
4. **Community Connections:**
5. Foster community connections to ensure ongoing participation in sports and physical activities beyond the School Games, providing young people with lasting opportunities to engage in physical activity.
6. **Termly Offer:**
7. Utilise the events calendar to upload a termly offer of events and activities that align with the School Games' vision and mission.
8. Ensure each activity has a clear intent to benefit the young participants.
9. **Targeted Engagement:**
10. Work with local insights and youth engagement to identify young people and schools from underserved communities that would benefit most from targeted School Games initiatives.
11. **Impact Case Studies:**
12. Develop case studies to showcase the positive impact of the School Games on local priorities.
13. Share these success stories locally and nationally through effective storytelling.
14. **Collaboration:**
15. Collaborate with key partners, including schools, National Governing Bodies of sport, Active Partnerships, community groups, and parents, to ensure inclusivity, safety, and meaningful engagement.
16. **Stakeholder Engagement:**
17. Engage key stakeholders to advocate for the value and benefits of the School Games, fostering support from local leadership teams, Public Health representatives, and parents.
18. **Youth Engagement:**
19. Prioritise resources to implement youth engagement initiatives, giving young people a voice and choice in shaping School Games opportunities.
20. **School Engagement:**
21. Work closely with schools to maintain and increase their active participation in the School Games.
22. Identify schools that are not engaged and develop strategies to improve their involvement.
23. **Professional Development:**
24. Provide schools with professional development opportunities and communication to enhance their understanding and implementation of the Chief Medical Officer's recommended 60 active minutes.
25. **Host School Support:**
26. Work alongside host school and wider trust staff and young people to deliver agreed targeted provision.
27. Undertake any other duties appropriate to the grade of the post as requested by the Head teacher or SLT including support with extra-curricular activities and holiday clubs out of term time.

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the Contract of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post.  It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment.  It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

All adults employed by the academy are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with.

**Signed by post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**