



# Job Description

<b>Job Title</b>	Primary PE Specialist (Full time)
<b>Salary</b>	£22,500 - £25,000 dependant on experience and qualifications
<b>Location</b>	Wakefield Trinity, The DIY Kitchens Stadium, Doncaster Road, Wakefield, WF1 5EY & Offsite at Schools in the Wakefield District.
<b>Hours of work</b>	37.5 hours per week – Flexible working hours with evening and weekends required.
<b>Responsibility to</b>	Head of Foundation & Education Lead
<b>Contractual Status</b>	Full Time (Fixed Term)

<b>Strategic Aims</b>	<p>Throughout the Foundation, we have four main departments, Education, Rugby League, Heritage and Youth Engagement. We relish the opportunity to use sport and physical activity to create a positive change and impact on the lives of those we work with.</p> <p><b>2024 – 2025 Vision &amp; Mission</b></p> <p><b>Vision</b> - A future where all people within our community, from all walks of life are empowered to achieve their goals.</p> <p><b>Mission</b> - We use the power of Rugby League &amp; Wakefield Trinity to help people make positive choices in their lives, giving them opportunities to thrive and develop.</p>
<b>Strategic Aims of Role</b>	<p>A PE Specialist at the WTCF will report directly to the Education Lead and will have an active involvement in our Trinity Education Provision, delivering a number of high quality sessions (admin, 1-1 sessions, assemblies, lunchtime clubs, curriculum teacher CPD and after school clubs) each day, in schools across the Wakefield District and surrounding areas.</p> <p>A PE Specialist will work closely with the Education Lead to make sure all aspects of delivery are run to the highest of standards. They will also need to have a positive working relationship with the schools, head teachers, PE Leads, class teachers and students.</p>

<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Enhance, develop and implement teachers' knowledge, skills and confidence to improve provision of PE and School Sport at a given school. All sessions delivered must be specific to a given teacher or group of students.</li> <li>• Create, develop and update a detailed Teacher CPD/ feedback form.</li> <li>• Complete a termly report for each school at the end of the Autumn, Spring and Summer term.</li> <li>• Implement the PE &amp; Sport curriculum in place. Outlining any feedback to the Education Lead and Head of Foundation.</li> <li>• Build, develop and maintain relationships with current and new schools, link in regularly with PE leads and Head teachers to gain feedback and improve provision.</li> <li>• Regular communication with class teachers and PE Lead's to ensure timetables and provision runs smoothly for the whole academic year.</li> </ul>
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<b>Additional Responsibilities</b>	<ul style="list-style-type: none"> <li>• Increase children’s enjoyment, participation and skills in competitive and non-competitive sports and other physical activities.</li> <li>• Deliver targeted 1-1, English, Maths, Reading and Sport sessions to improve attainment levels of the students.</li> <li>• Lead on the support to young people to further develop participation opportunities and the school, and at grassroots level.</li> <li>• Support on all other Rugby League &amp; Youth activity provided by the Wakefield Trinity Community Foundation.</li> <li>• Signpost participants to sustainable projects either internally or externally.</li> <li>• Ensure safeguarding/child protection/vulnerable adults policies are adhered to at all times.</li> </ul>
	<ul style="list-style-type: none"> <li>• Assist with any of the Wakefield Trinity Teams Game Day activities as required.</li> <li>• Attendance at core Wakefield Trinity Community Foundation events as required.</li> <li>• Contribute fully to the wider work of the Foundations organisational priorities.</li> <li>• Additional duties as required by Wakefield Trinity RLFC.</li> </ul>

<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Diligent and professional.</li> <li>• Excellent time and task management skills with good attention to detail.</li> <li>• IT literate.</li> <li>• Highly self-motivated with the ability to work independently and act on own initiative.</li> <li>• Flexible with a positive outcome focused approach to problem solving</li> <li>• Collaborative worker with the ability to work within a team and develop partnerships (both internally and externally).</li> <li>• Ability to communicate effectively in a variety of ways to different audiences.</li> <li>• Ability to provide proactive customer service (both internally and externally).</li> <li>• Demonstrates respect for diversity and equality of opportunity to actively promote an inclusive environment.</li> <li>• Demonstrates commitment to own learning and continuous improvement through training and development.</li> </ul>
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<b>Requirements</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• A minimum of 1 year experience working in the sector (University placement can count towards the experience).</li> <li>• Relevant Primary age coaching experience in a professional organisation.</li> <li>• Previous experience working in a school or educational environment.</li> <li>• Experience working towards, or implementing a PE Curriculum.</li> <li>• A full UK driving licence and own vehicle.</li> <li>• A full, clean enhanced DBS Check.</li> <li>• Safeguarding Qualifications.</li> <li>• First Aid Qualification.</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Mental Health qualification or experience.</li> <li>• x1 NGB Level 2 Coaching Qualification (or willingness to work towards).</li> <li>• A Sport related Degree.</li> <li>• PGCE or Qualified Teacher Status, or willingness to work towards in a specific timeframe.</li> </ul>
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