



Job Description

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| JOB TITLE | School Games Organiser |
| JOB FAMILY | Education Support |
| PHASE | Secondary |
| REPORTING TO | Curriculum Leader of Physical Education |

Job Purpose

The SGO will implement diverse sporting events, tackle physical inactivity among pupils, and champion inclusive competition that welcomes every ability. It also focuses on nurturing leadership skills and actively involving young people in shaping their own sports journey—ensuring they feel heard, inspired, and part of something bigger.

The role will require significant partnership working with a wide range of local agencies involved in running and supporting school sport competitions and events.

Duties and Responsibilities

- Development Plan: Create and maintain a comprehensive development plan for the academic year, outlining strategies to engage young people and schools in the School Games. Update the plan each term based on local insights and needs.
- Community Connections: 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.
- Termly Offer: Utilise the events calendar to upload a termly offer of events and activities that align with the School Games' vision and mission. Ensure each activity has a clear intent to benefit the young participants.
- Targeted Engagement: 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.
- Impact Case Studies: Develop case studies to showcase the positive impact of the School Games on local priorities. Share these success stories locally and nationally through effective storytelling.
- Collaboration: Collaborate with key partners, including schools, National Governing Bodies of sport, Active Partnerships, community groups, and parents, to ensure inclusivity, safety, and meaningful engagement.



- Stakeholder Engagement: 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.
- Youth Engagement: Prioritise resources to implement youth engagement initiatives, giving young people a voice and choice in shaping School Games opportunities.
- School Engagement: Work closely with schools to maintain and increase their active participation in the School Games. Identify schools that are not engaged and develop strategies to improve their involvement.
- Professional Development: Provide schools with professional development opportunities and communication to enhance their understanding and implementation of the Chief Medical Officer's recommended 60 active minutes.
- Any other duties commensurate with the overall scope of this position.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at The Rochester Grammar School. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.



Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a School Games Organiser.

Name:

Signed:

Date: