



## Job Description – The Cheltenham Trust

<b>Job Title:</b>	<b>Sport &amp; Play Activity Assistant</b>
<b>Grade:</b>	<b>Grade B</b>
<b>Group:</b>	<b>Engagement Team</b>
<b>Type:</b>	<b>Casual Contract</b>
<b>Division:</b>	<b>Learning, Skills and Talent</b>
<b>Location:</b>	<b>Various around Cheltenham (provided)</b>
<b>Responsible to:</b>	<b>Sport &amp; Play Team Leader</b>

### Part A: Job purpose

The post holders of this role will support the delivery of The Cheltenham Trust's Engagement Programme; specifically the activity with children, families and young people on the theme of Play, Sport and Arts.

This role will be based primarily, but not exclusively, at Leisure at Cheltenham, as activities will also be delivered at community venues and at other Cheltenham Trust venues.

Activities may include community events, sport courses & clubs, art events, holiday play-schemes, holiday activities and other children & families' events. These activities represent The Cheltenham Trust's ambition to enrich people's lives.

This role will be required to work in academic holidays and academic term-time, weekends and evenings as the activity requires.

### Part B: Corporate Areas of Work

#### 1. Own personal management and development

To be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.

To ensure that the Trust's equal opportunities policies are followed and actively practice social inclusion within own area of service.

To read and respond to corporate communications and information which is disseminated.

To participate in the Trust's agreed performance appraisal system.

#### 2. Responsible for all physical resources and budgets allocated to the unit.

Ensure all resources (including IT hardware and software) are used safely, legally and efficiently.

3. Professional / technical

Maintain personal professional/technical competence within the service area in part C.

4. Other responsibilities

to ensure personal compliance with the Data Protection Act, Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon, and exists to protect, the corporate health of the organisation, whether relating to personnel management or service delivery.

To comply with all aspects of the corporate health, safety and welfare policy.

To carry out any other duties that may be required commensurate with the general level of responsibility for the post.

**Part C - Responsibilities Specific to this Role**

- a) To assist in the preparation, planning, supervision and delivery of engagement activities.
- b) To ensure that all participants attending any engagement activities have registered appropriately.
- c) To deliver engagement activities to a range of audiences; Under 5s, families, children and adults, for example sport activities, play activities, creative activities.
- d) To assist in safeguarding the health, safety and wellbeing of all participants during engagement activities.
- e) To actively promote equal opportunities for all participants at all times regardless of their race, ability, background, gender, religion or disability (learning or physical).
- f) To support the Sport and Play Activity Leader to ensure that event delivery complies at all times to The Cheltenham Trusts Policies and Procedures.
- g) To assist in the completion of any administration that is required to support the relevant activities.
- h) To assist in the collection of data from parents, carers, children and young people who participate in the Trust's activities.
- i) To support the Sport Coach/ Sport & Play Activity Leader in preparation for and clear up of activities and resources.
- j) To support as appropriate during external inspections i.e. Ofsted ensuring regulations, policies and procedures are adhered to at all times.
- k) To ensure that customer service standards are met with regards to children, young people and adults.
- l) To have the ability to communicate effectively with fellow colleagues, children, young people and adults
- m) Any other tasks related to the support of delivery of engagement activities and events.

**Personal Specification for this role:**

**Essential = E**

**Desirable = D**

A Sport and Play Activity Assistant for The Cheltenham Trust should:

Have worked or volunteered within a child based environment for a year or more	<b>E</b>
Have some direct experience working or volunteering with young people, children and families	<b>E</b>
Be able to plan and deliver fun and accessible activities for a range of audiences, in one or a range of subjects	<b>E</b>
Be able to prepare child friendly resources and activities	<b>E</b>
Be able to adapt activities to the participant's needs and circumstances	<b>E</b>
Be able to evaluate the success of activities and adapt them accordingly	<b>E</b>
Hold sound knowledge of a range of classroom management and behaviour management techniques	<b>E</b>
Possess experience of a range of subjects (sports, play activities <b>or</b> art activities) and the confidence to deliver teach them	<b>E</b>
Have some knowledge of formal educational structures (ie, EYFS Framework)	<b>D</b>
Hold valid first aid certification	<b>D</b>
Hold valid safeguarding certification	<b>D</b>



## Job Description – The Cheltenham Trust

<b>Job Title:</b>	<b>Sport &amp; Play Activity Leader</b>
<b>Grade:</b>	<b>Grade C</b>
<b>Group:</b>	<b>Engagement Team</b>
<b>Type:</b>	<b>Casual Contract</b>
<b>Division:</b>	<b>Learning, Skills and Talent</b>
<b>Location:</b>	<b>Various around Cheltenham (provided)</b>
<b>Responsible to:</b>	<b>Sport &amp; Play Team Leader</b>
<b>Responsible for:</b>	<b>Sport &amp; Play Activity Assistant</b>

### Part A: Job purpose

The post holders of this role will support the delivery of The Cheltenham Trust's Engagement Programme; specifically the activity with children, families and young people on the theme of Sport and Play.

This role will be based primarily, but not exclusively, at Leisure at Cheltenham, as activities will also be delivered at community venues and at other Cheltenham Trust venues.

Activities may include community events, sport courses & clubs, art events, holiday play-schemes, holiday activities and other children & families' events. These activities represent The Cheltenham Trust's ambition to enrich people's lives.

This role will be required to work in academic holidays and term-time, weekends and evenings as the activity requires.

### Part B: Organisation Areas of Work

#### 1. Own personal management and development

- a) To be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.
- b) To ensure that the Trust's equal opportunities policies are followed and actively practice social inclusion within own area of service.
- c) To read and respond to corporate communications and information which is disseminated.
- d) To participate in the Trust's agreed performance appraisal system.

#### 2. Responsible for all physical resources and budgets allocated to the unit.

- a) Ensure all resources (including IT hardware and software) are used safely, legally and efficiently.

**3. Professional / technical**

- a) Maintain personal professional/technical competence within the service area in part C.

**4. Other responsibilities**

- a) to ensure personal compliance with the Data Protection Act, Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon, and exists to protect, the corporate health of the organisation, whether relating to personnel management or service delivery.
- b) To comply with all aspects of the corporate health, safety and welfare policy.
- c) To carry out any other duties that may be required commensurate with the general level of responsibility for the post.

**Part C - Responsibilities specific to this role**

- a) To assist in the preparation, planning and supervision of engagement activities.
- b) To ensure that all participants attending any engagement activities have registered appropriately for the level of care provided as detailed in the Unit's Policies and Procedures.
- c) To deliver engagement activities to a range of audiences; Under 5s, families, children and adults, for example sport activities, play activities, creative activities.
- d) To lead Sport & Play Activity Assistants or a team of Sport & Play Activity Assistants to deliver engagement activities to a range of audiences.
- e) To assist in safeguarding the health, safety and wellbeing of all participants during engagement activities.
- f) To actively promote equal opportunities for all participants at all times regardless of their race, ability, background, gender, religion or disability (learning or physical).
- g) To support the Sport & Play Team Leader to ensure that event delivery complies at all times to The Cheltenham Trusts Policies and Procedures.
- h) To assist in the completion of any administration that is required to support the relevant activities.
- i) To assist in the collection of consultation data from parents, carers, children and young people who participate in the Trust's activities.
- j) To support the Sport & Play Team Leader in preparation for and during all required external inspections i.e. Ofsted ensuring regulations, policies and procedures are adhered to at all times.
- k) To ensure that customer service standards are met with regards to children, young people and adults.

- l) To have the ability to communicate effectively with fellow colleagues, children, young people and adults

**Personal Specification for**

**this role: Essential = E**

**Desirable = D**

A Sport & Play Activity Leader for The Cheltenham Trust should:

Have knowledge/understanding of child development in relation to sport, play or creative activities	<b>E</b>
Have worked within a child based environment for a year or more	<b>E</b>
Have direct experience working or volunteering with young people, children and families	<b>E</b>
Be able to plan and deliver fun and accessible activities for a range of audiences, in one or a range of subjects	<b>E</b>
Be able to prepare child friendly resources and activities	<b>E</b>
Be able to adapt activities to the participant's needs and circumstances	<b>E</b>
Be able to evaluate the success of activities and adapt them accordingly	<b>E</b>
Hold sound knowledge of a range of classroom management and behaviour management techniques	<b>E</b>
Have experience of leading a team and taking responsibility for an activity	<b>E</b>
Excellent organisational and communication skills	<b>E</b>
Possess experience of a range of subjects (sports, play activities or art activities) and the confidence to deliver teach them	<b>E</b>
Understand the importance of procedures and the ability to follow and ensure other team members follow them	<b>E</b>
Hold a play or child care qualification	<b>D</b>
Hold a sport coaching qualification(s)	<b>D</b>
Have some knowledge of the EYFS Framework and the requirements of OFSTED	<b>D</b>
Hold valid first aid certification	<b>D</b>
Hold valid safeguarding certification	<b>D</b>