

School Sport Internship (Student Work Placement) x 3 (40weeks full time)

This is a brilliant opportunity for some real grass roots development experience within school sport. The Merton School Sport Partnership are looking for three sports enthusiasts to join their team and provide sporting opportunities to the London Borough of Merton's school children.

The successful candidates will hold a UKCC coaching qualification in at least one sport and ideally be studying in the field of sports development, coaching or management. This placement is ideally to be utilised as part of an undergraduate sandwich course however we will also consider those applicants who would like to gain further experience in this area as a full or part time role.

Full training will be provided and each candidate will be allocated a mentor to support their development throughout the contract. We will also support your professional development and fund any suitable courses.

The sports development part of the role will be unpaid however we anticipate that placements will be able to secure paid work through the range of coaching opportunities also available as part of the role. This could range from £100 - £150 per week depending upon your skills and coaching qualifications.



Main duties

Your role will be to both support the team and lead on certain activities including:

- School Competitions delivery and management (in a range of sports)
- Delivering multi skill festivals to KS 1 and 2 pupils
- Coaching school aged pupils including – afterschool clubs, community sessions, talent squads and supporting school PE lessons
- Promoting the London 2012 Olympic and Paralympic Games and their values to the schools
- Specialised projects and bidding for external funding to support these
- Website development and updates
- Event reports and press releases
- General communication and liaison with schools to increase opportunities
- Sports development programmes linked to local clubs, NGBs and the community
- Support and develop sports leaders programmes and training

There may also be an opportunity to undertake research should you require this as part of your course.

If you are a keen sportsperson, reliable, innovative and a good communicator we look forward to hearing from you.



Please download the application pack online at www.mertonssp.org.uk For an informal discussion about this post please contact Nicola Ryan, School Sport Director on 020 8623 1028 or email ryann@harrismerton.org.uk.

The closing date for applications will be 15th June 2012 however we would advise you to apply as soon as you can. The positions will be offered to applicants from October 2011 and if we find the right people we will close for applications from that date. Please contact us before you complete your form to ensure there are still vacancies.

Application Pack School Sport Internship

To apply for this role please visit our website www.mertonssp.org.uk and complete the application form provided. Please refer to the Person Specification when completing the 'Competency' section and try to include examples of how you meet this criteria.

Enclosed:

- Job Description
- Person Specification
- Background Information
- Application Form (download from website)

JOB DESCRIPTION

School Sport Internship / Student Work Placement x 3 (40weeks full time) (REF: SP01)

Voluntary capacity with payment available for certain areas of work such as coaching (negotiable depending upon qualifications and experience)

Responsible to School Sport Director

Responsible for N/A

Location: Merton School Sport Partnership, Harris Academy Merton, Wide Way, Mitcham, Surrey CR4 1BP

Overall

To support with the development, coordination and delivery of high quality sporting opportunities for school aged children within the London Borough of Merton (LBM) within the framework of the Merton School Sport Partnership (MSSP) Plan.

Specific Duties

1. Support Sports Coordinators to lead primary, special and secondary schools to meet their objectives. Provide continued support, liaison and communicate any relevant information including new opportunities effectively with them.
2. Work with the Sports Coordinator to effectively implement and deliver the cluster schools sport plan to ensure it meets it's objectives.
3. Collate evidence which will contribute to the monitoring and evaluation of the plan and work with the Sports Coordinator to report back to the School Sport Director.

4. Support, and on occasions lead, on the delivery of a calendar of regular, performance based, sports competitions which fit with both the MSSP and National Competition Framework providing intra and inter competition pathways for pupils.
5. Support, and on occasions lead, on the delivery of inclusive participation based sport festivals to provide intra and inter competition opportunities for all pupils within the partnership, regardless of ability.
6. Deliver a programme of multi skills festivals to key stage 1 & 2 pupils within the Partnership.
7. Plan and deliver coaching sessions for a range of abilities and age groups including lesson cover for primary schools (PPA), after-school training sessions at primary, special and secondary schools and talented group training sessions.
8. Work with the Sports Coordinators and partners to identify new funding opportunities. Bid for and secure funding linked to the schools and MSSP sport plans.
9. Establish and develop sustainable links to local sports clubs and other community providers. Work with these providers and schools to secure facilities and support for school based activity and to encourage more pupils to access clubs and leisure facilities.
10. Develop, deploy and support young leaders and volunteers as coaches, leaders, officials and organisers.
11. Administrative duties including web site updating, recording data, writing plans and reports and filing.
12. Any other duties commensurate with the grade of the role.

OTHER REQUIREMENTS

HEALTH AND SAFETY

To ensure that Health and Safety policies and procedures are implemented at all times and to raise any concerns regarding their operation or any other health and safety matters with the appropriate line manager.

SAFEGUARDING CHILDREN

To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.

To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

EQUAL OPPORTUNITIES

To be aware of the host organisation's Equal Opportunities Policy. To understand it and to adhere to it.

CUSTOMER CARE

To assist in ensuring that the host organisation's aims regarding customer awareness are achieved.

NEW TECHNOLOGY

To make use of information technology where necessary in the areas of responsibility and to develop IT use in consultation with the appropriate technical offers.

School Sport Internship / Student Work Placement

Person Specification

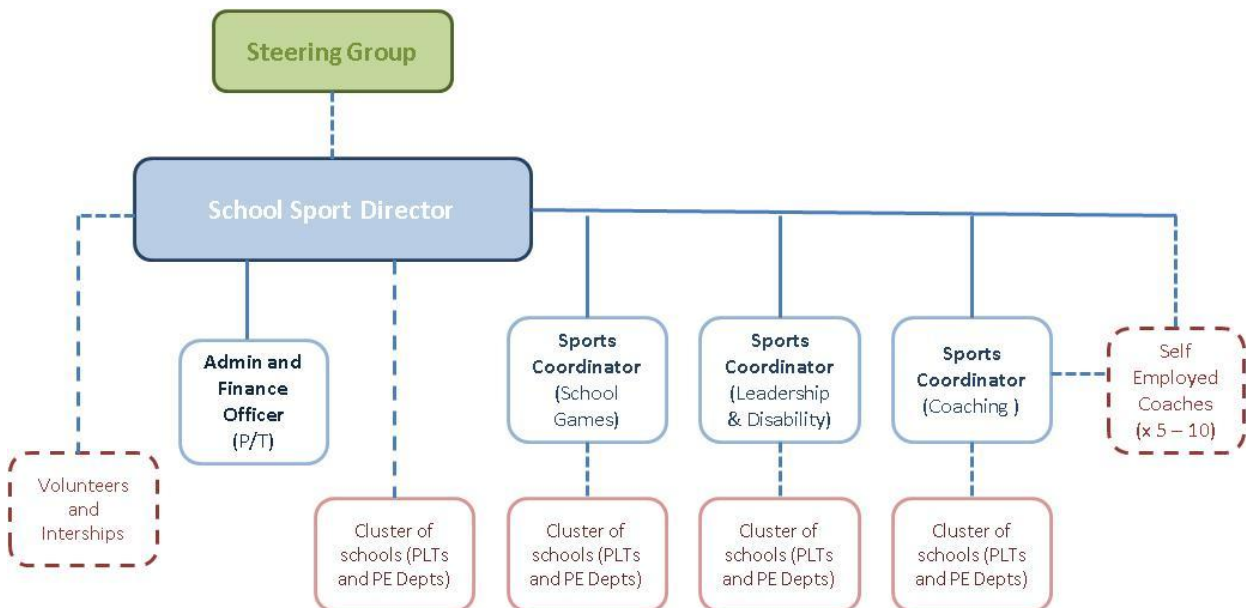
SELECTION CRITERIA	REQUIREMENTS (E) – Essential (D) – Desirable
Experience & Knowledge	1. Experience of coordination and delivery of sports events and competitions (D) 2. Understanding of how schools link with clubs in a range of sports (D) 3. Experience of working with schools and young people (D) 4. Understanding of PE, school sport and the National Curriculum (D) 5. Leading & coordinating a group of people (E) 6. Sports development initiatives and programmes (D) 7. Working effectively on a range of projects at one time (prioritising workload) (D)
Skills & Abilities	8. Organisational (E) 9. Interpersonal & team work (E) 10. Communication (written & oral) & negotiating (E) 11. Reliable, dedicated & hard working (E) 12. Positive & enthusiastic (E) 13. Self motivated & time management (E) 14. Creative & problem solving (E) 15. Reflective and willing to self improve (E)
Other requirements	16. Level 2 or higher UKCC coaching qualification (D) 17. Level 1 UKCC coaching qualification and experience of coaching (E) 18. Educated to degree level (or equivalent) (D) 19. Full UK driving licence (D)

The Merton School Sport Partnership

Background Information and Structure

Following the government cuts to school sport in 2011 the Merton SSP has gone through a significant restructure in order to maintain its operation. As part of this restructure the new Sports Coordinator (SC) posts have been created to take on a coordinator type role within the Partnership. Centrally based at the MSSP office these posts will seek to deliver and coordinate competition, coaching and leadership programmes to our primary, secondary and special schools and to sustain what our schools see as the key areas originally covered by the previously government funded MSSP. The roles will also provide a point of contact and support for all schools in order for us to continue to work cohesively as a partnership. Schools will be grouped into clusters and each SC will lead that cluster to achieve its objectives.

There will also be new Internships, where university students take a work placement at the Partnership to support the work of the team and to gain valuable skills and experience in this field.



Our Vision

To inspire our young people to achieve their best within sport and physical activity through the provision of high quality PE, coaching, leadership, extra curricular activity and competition.

Through the unprecedented opportunity of the London 2012 Olympic and Paralympic Games we will work to develop a life long enjoyment of physical activity and sport for the young people of Merton.

Our co-ordinated partnership approach will provide effective channels of communication ensuring all schools maintain their collaborative working, share resources, knowledge and facilities.

Useful links:

www.harrismerton.org.uk

www.mertonssp.org.uk

www.youthsporttrust.org