

Welcome to  
**Let's  
Leap**   
SPORTS ACADEMY

# Staff Handbook



*The adventure starts here ...*



## Welcome! A message from Reece & Chris

Welcome to Let's Leap Sports Academy! Everything we do at Let's Leap is about supporting about supporting parents and schools to ensure every child receives an engaging and enriching PE, Extended Schools and Holiday Provision.

We are proud that you will be joining our team, supporting Let's Leap to ensure all children receive an excellent and well-rounded education. We know that when learning is exciting and purposeful, children develop a passion for lifelong learning and self-improvement. Our child centred approach serves to improve confidence, independence and cognitive understanding; developing the whole child, improving schools and enriching communities. Since the offset we have consistently delivered high quality specialist provisions in primary schools; gaining a reputation for ensuring every child is able to reach their full potential and positively contribute to society.

We are proud for you to join our team and supporting Let's Leap to continue to deliver excellence in creative education.

*Reece Elbourn*

**Reece Elbourn**

*Chris Kelly*

**Chris Kelly**

# Contents

- 4 Safeguarding
- 5 Safeguarding - Do's & Don'ts
- 6 The C's of control
- 7 Pupils getting changed
- 8 Behaviour for learning
- 9 Behaviour for learning
- 10 Let's Leap Well-being
- 11 Career Pathway
- 12 Team - Together everyone achieves more
- 13 Milo's top tips
- 14 What do you want to achieve at Let's Leap?
- 15 Follow us on Social media!



# Safeguarding

## What is Safeguarding?

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. EVERYONE is responsible for the safeguarding of children despite your role.

Safeguarding means:

- Protecting children from abuse and maltreatment
- Preventing harm to children's health or development
- Ensuring children grow up with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes



Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.



## It is your responsibility & duty to...

- Be familiar with your school's Child Protection (CP) policy
- Know who your designated CP or Safeguarding Officer and deputy are
- Understand the reporting structure for Safeguarding & CP concerns within your setting
- Act on any concern and always seek advice from your designated person if you are unsure.
- Record at the earliest opportunity any injuries or safeguarding concerns.
- Provide all children with an excellent and well-rounded education embedding a passion for lifelong learning.

### Our Safeguarding Promise

Let's Leap is committed to safeguarding and promoting the wellbeing of children and young people. Safer recruit is central to the way we work and all staff are expected to share our commitment to safeguarding, always creating an environment where young people feel safe and can thrive.

# Safeguarding Do's & Don'ts

## Do!

- Be a positive role model in your behaviour, appearance, language and attitude. Promote the welfare and best interests of your pupils.
- Ensure your conduct is always professional and not left open to criticism.
- Work in an open environment – avoid closed, un-observed situations. Carry out risk assessments of equipment (including pupil attire) and your area of delivery. If there is a lack of resources, inform Let's Leap
- Keep personal items such as your phone, keys and wallets locked away and out of sight of teachers and pupils.
- Ensure you have direct contact details of School/Let's Leap (DSO) Designated Safeguarding Officer (Reece Elbourn) and (DDSL) Deputy Designated Safeguarding Lead (Chris Kelly)



## Don't!

- Behave in a manner which could lead a reasonable person to question your conduct, intentions or suitability to care for other people's children.
- Touch or restrain children (or adults) in a manner which is or may be considered sexual, threatening, gratuitous, forceful or intimidating. E.g. not hugging or lifting children.
- Discriminate either favourably or unfavourably towards any child.
- Give personal contact details to parents or children, or make arrangements to contact, communicate or meet children or parents outside of Let's Leap assignments. Any such arrangements must be agreed with the Let's Leap SLT.
- Be offensive, sarcastic, embarrass or humiliate, make remarks or 'jokes' to children (or adults) of a personal, racist, discriminatory, intimidating, inappropriate or offensive nature. Never make 'jokes' which may be potentially inappropriate or offensive as appropriation is judged upon from the perspective of the recipient of the information.

# The 6 C's of Control

1

## Creative

- Make learning irresistible, stimulating and purposeful
- Movement creates emotion: Ensure lots of movement with smooth transitions

2

## Clued Up

### Know your:

- School ethos, values and expectations
- Teachers, pupils and parents
- Subject National Curriculum framework

3

## Confident

- Be a role model
- Project a confident personality
- Inspire with your passion and knowledge

4

## Calm

- Positive tone, pitch and body language

5

## Cool Culture

- Plan ahead
- Praise and re-enforce the positives
- Build positive relationships

6

## Consistent

- Set clear expectations
- Work in alignment with the school behaviour policy
- Teach consistent, engaging and progressive lessons



# Getting Pupils Changed



## Stop-Watch Timer

Display a countdown on the board - challenge children to get changed before timer ends - ([www.onlinestopwatch.com](http://www.onlinestopwatch.com))



## Play A Positive Piece Of Music (E.g. "Happy")

Can pupils get changed by the time the song finishes?



## Praise Children

Praise pupils who are changing quickly and quietly and motivate others to follow their example.



## Video

Play a video that demonstrates what the pupils will be learning.



## Learning Question And Activity

Have an activity linked to the learning prepared for pupils who change first

# Behaviour for learning

## What:

Whole class re-focus / reset

## When:

Stopping the class to:

- Deliver instructions
- Communicate next steps
- Conduct a mini plenary
- Address a common misconception
- Re-focus if pupils are becoming off task



## How:

**Countdown** – Needs to be done to give pupils enough time to respond. Should include instructions and praise: 'By the time I reach zero I would like everyone to have their pens down and be looking at the board in silence '10... 9... ' thank you Michael's table '8... 7... 'remember you need to have pens down and be looking at the board in silence '6... 5... 4... 'that's excellent from most people '3... 2...' should have everyone's pens down now '1...' ready for silence' and 0 'thank you, excellent sitting everyone!'

**Clap a rhythm** – Clap a set rhythm & pupils repeat. Repeat the same rhythm or a different one. Pupils repeat again. This then signals silence.

**Head, shoulders, hips, lips** – Pupils should repeat the actions on the command. Teacher models the actions and says the body parts for pupils to copy. Place hands on head, then shoulders, then hips and finally lips (finish with finger on lips). If the pupils are not all copying,

**Responsive Rhymes** – Say "1, 2, 3 – eyes on me" and get pupils to respond "1, 2 – eyes on you!"

**Hands up** - Raise your hand and wait for all pupils to copy. Once all students have raised their hands and are silent, lower your hand and say 'thank you, hands down'. Pupils should now be ready to listen. You can also get children to wiggle their fingers until all pupils are following.



# Behaviour for learning

## What:

Travelling around the school with pupils

## When:

Moving pupils to / from the playground or from one room to another

## How:

**Magic Walker** - Tell the group that one person is going to be the magic walker. To be that person you need to be 'walking in line, in silence, looking forward and keeping hands and feet to yourself' When you get to the destination tell the class who the magic walker was and reward them in line with school policy.

**Sight lines** - Walk backwards checking regularly. Stop at corners and regular intervals to ensure you can see all pupils.

**Compliments** - If the class receive a compliment from a staff member walking around the school, the whole class will become magic walkers



# Let's Leap Well-Being

Teaching is an incredibly rewarding profession and we need to be well to be at our best. Below are our top tips for excellent well-being.

## Commit To Your Health

- Be a beaming beacon of positivity by looking after yourself mentally and physically.
- Stay topped up with H2O and a healthy diet.

## Collaboration

- At Let's Leap there is always someone to support you to achieve optimum results for you, your pupils, and school(s).
- If you are having any challenges in your school or simply need a few ideas to enhance your delivery, simply contact your POC or senior colleague who will be on hand to help.

## Clarify Your Goals

- Writing down your goals will help you stay motivated and focused on achieving excellent throughout the year and the next step in your Let's Leap Career.

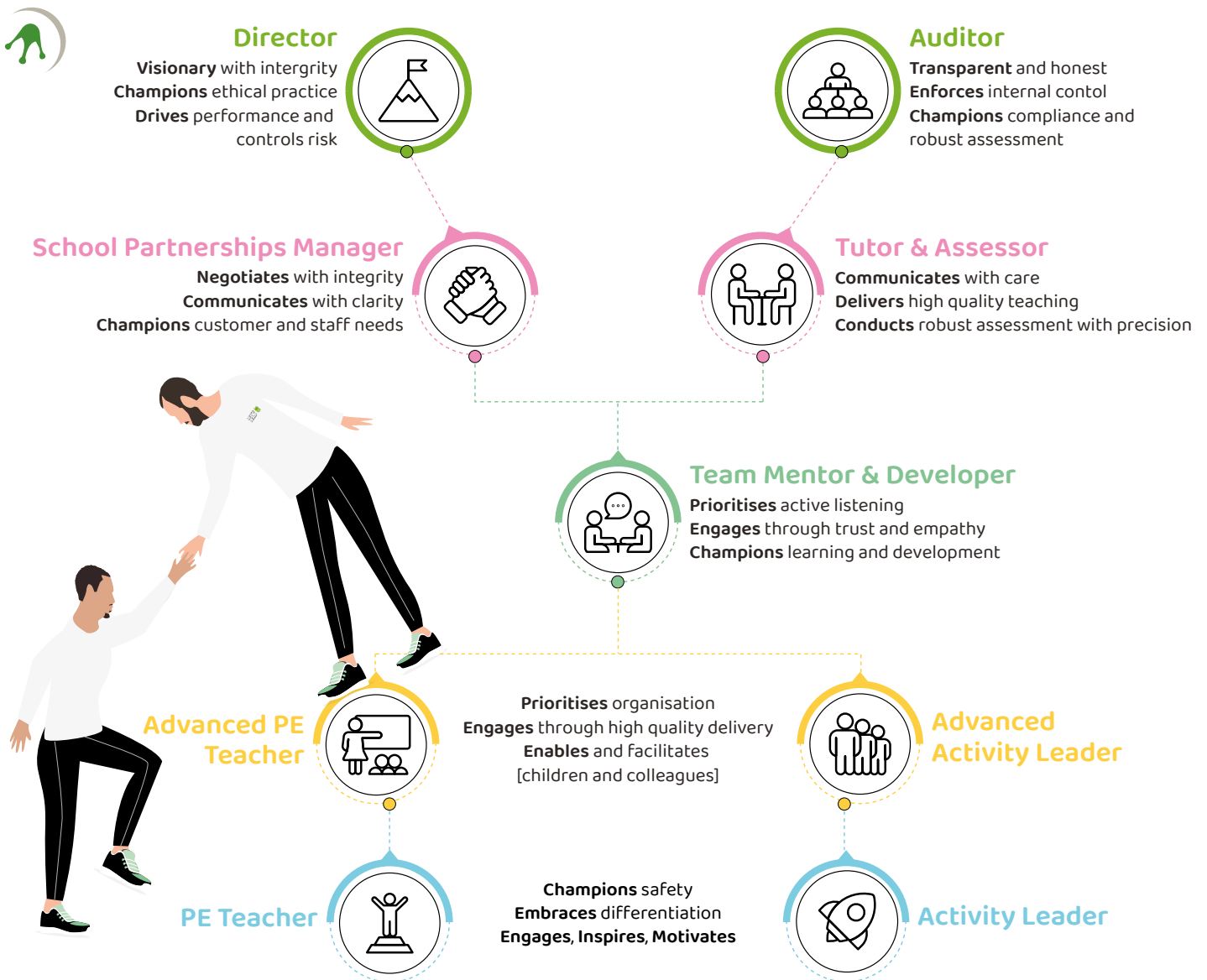


# Let's Leap Career Pathway

Let's Leap provide exciting career opportunities via our unique and progressive pathway. Excellent delivery will assist your progress through the ranks enabling you to have a wider impact on primary education and childcare.

We understand our staff are at the centre of everything we do. We want you to know you are joining a company that supports, trains, pays fairly and rewards its staff.

Whether you're passionate about PE, music, drama, dance, sport or hope to develop your skill in childcare management we have a wide range of roles available to support your interests.



# TEAM - Together Everybody Achieves More

Being part of Let's Leap means every team member working together to ensure an excellent and well-rounded education for the next generation.

## Arrival:

Always arrive early with a smile. Sign in and out in accordance with school procedures.

## Reporting Illness:

Let's Leap have a commitment to cover absences within our schools. If you are feeling unwell, be sure to call Let's Leap ASAP so that we can arrange the appropriate cover.

## Teacher Referrals:

We're always looking for new talented teachers to join the Let's Leap family. Simply ask them to visit [www.jandceducation.com/careers](http://www.jandceducation.com/careers) and send us their CV.

## Resources:

Ensure you have sufficient resources to deliver your lessons effectively. Simply let us know what you need and Let's Leap will create a provisional order for the school.



# Milo's Top Tips!



- Give us a call - If you have any questions big or small we are always here to help.
- Deliver with passion and enthusiasm!
- Timesheets must be sent to accounts by the 21st of each month.
- For best Safeguarding practise remember to keep your mobile phone locked away.
- Wear a watch to keep track of lesson time.
- Keep contact information of Let's Leap SLT.
- Wear a smile!
- Try your best to arrive at your assignment 15 minutes early!

*Let's Leap Uniform Must Be Worn At All Times Whilst On Assignment:*

## **PE Team:**

- Plain black fitted jogging bottoms LET'S LEAP polo shirt
- Let's Leap jacket
- Let's Leap ID badge

## **All Let's Leap Teachers:**

- Let's Leap polo shirt Let's Leap ID badge



 *Three things I'd love to achieve this term...*

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 *Three things I'd love to achieve this year!*

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# Contact Us



020 3797 6386



[milo@letsleap.co.uk](mailto:milo@letsleap.co.uk)

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