



Job Profile: Graduate Achievement Coach - PE

Contract: Permanent (32.5 hours a week; TTO flexible arrangement to support the school extracurricular programme)

Salary: Grade 2 Scale Point 4

Responsible to: Head of PE

Purpose:

In liaison with PE teachers, you will be responsible for ensuring equipment is prepared in advance of practical lessons.

You will also be required to accompany students in travelling to/from scheduled sporting fixtures.

You will support staff in the provision of extracurricular activities including the Duke of Edinburgh Award, clubs and visits.

When not required to support the Physical Education department the post holder will act as a Learning Support Assistant for other departments.

You must have a commitment to maintaining a safe working practice.

Specific Duties:

- In liaison with PE Teaching staff plan the use of equipment and teaching aids
- Prepare equipment for lessons
- Maintain equipment and ensure any damaged items are replaced in liaison with premises staff
- Ensure sports kits are clean and prepared for lessons and extra-curricular activities

General

- Assist PE teachers and students with specific tasks
- Assist with the provision of extracurricular activities including the Duke of Edinburgh Award, clubs and visits.
- Provide 1:1 or small group PE coaching support for students
- Support sports activities e.g. attend sports fixtures and officiate matches
- Maintain and prepare PE display around the school

- Prepare resources to support the curriculum
- Assisting PE teachers in the maintenance of the school facilities
- Maintaining the equipment storage facilities in an organised fashion.
- Assist with the handing out and return of equipment at the start and end of PE lessons
- Ensuring health and safety procedures and practices are in line with the schools Health & Safety policy along with legislation
- Where qualified, to lead sporting activities in specific lessons and to assist with the delivery of activities where not qualified
- Supervision of pupils during lesson changeover
- To be a School First Aider
- To complete other necessary duties as required, e.g. administration, invigilation
- To follow all school staff policies and procedures, particularly with regard to safeguarding

Safeguarding

- Be fully aware of and understand the duties and responsibilities arising the school's Child Protection Policy
- Ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/ or child protection.

This position requires a degree of physical effort e.g. moving kit / equipment / stock

Person Specification

Post: PE Technician

Responsible to: Head of Department

Responsible for: Assisting the effective and efficient organisation of the department

Experience:

- An interest in a variety of sports and physical activities
- Experience of using ICT
- Working effectively as part of a team
- Assisting with extra-curricular activities, clubs or fixtures

Specific Skills:

- Enthusiasm for sports and physical wellbeing
- Good relationships with students and staff
- Ability to communicate effectively orally and in writing
- Ability to input and analyse information
- Ability to promote the participation and competition sport
- First aid knowledge
- A basic understanding of Health and Safety and risk assessment

Personal Qualities:

- Desire to learn
- Highly motivated
- Good organisational and inter-personal skills
- Ability to work within a team
- Ability to manage resources with good attention to detail
- High expectations of self and others
- Commitment to enrichment and enhancement activities
- Work calmly under pressure

Continuing Professional Development

- Take responsibility for personal professional development in conjunction with the line manager, keep up-to-date with research and developments related to school efficiency which may lead to improvements in the day-to-day running of the school;
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Safeguarding

- Be fully aware of and understand the duties and responsibilities arising the school's Child Protection Policy
- Ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/ or child protection.

Other

- Carry out any other duties at the direction of the Headteacher or as laid out in St. John Bosco documentation.