

## **JOB DESCRIPTION**

### **Fixed Term appointment [one academic year]**

**Job Purpose:** To undertake a range of tasks to assist the Head of Department with a particular focus on organising fixtures, competitions, delivering extra-curricular sports clubs and creating opportunities for participation to promote the healthy school status.

**Responsible to:** Head of PE

**Other functional Relationships** PE department staff

### **TASKS**

- Assist HOD with the managing of fixtures and other sporting events.
- Organising, washing and preparing team kits ready for matches.
- Assisting with the organisation of resources and supporting staff in examination group lessons.
- Assisting and supporting staff with core PE lessons.
- Supervising groups when staff are absent, alongside other department staff.
- Administrative aspects such as auditing equipment, booking sports facilities and transport to and from events.
- Running lunch time and after school sports club.
- Publicising and promoting PE department.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Following school policies and procedures especially those relating to child protection and health and safety.
- Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate.
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

### **Child Protection**

To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the postholder's role within the school.

To also be fully aware of the principles of safeguarding as they apply to children and young adults in relation to the postholder's role.

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

## **PERSON SPECIFICATION**

### **QUALIFICATIONS and SKILLS**

- GCSE pass (or equivalent) in English and Maths and Science
- Sports Studies BTEC, GCSE or equivalent (preferred not essential)
- A committed approach to improving the health and well being of young individuals
- Good interpersonal skills
- Good ICT skills
- Good understanding of Health and Safety
- Good understanding of the PE curriculum
- Ability to run clubs, activities and events in particular sporting specialism
- Excellent organisational skills and ability to work as part of a team