

Boys' Physical Education Teaching Assistant and Technician

ANNEX C TO
PETERBOROUGH SCHOOL
SAFER RECRUITMENT POLICY

JOB DESCRIPTION AND PERSON SPECIFICATION FORM

Job description The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	As a member of the Sports Department you will be asked to contribute to the School in various areas of School life but predominantly to assist with Boys' Games and general PE at all Key Stages. The post holder will ensure that resources are in place that will allow for the effective teaching of PE and the participation of students in enrichment activities and competitions. The post holder will work with the Head of Boys' Sport and all other staff involved in the delivery of PE and School Sport to develop effective systems to manage resources and activities.
Hours of Work:	Hours will vary according to PE requirements. 8.00 am to 6.00 pm Monday to Friday is a guideline. Time allocated between the Teaching Assistant and Technician aspects of the role will vary depending on the day and week and the needs of the Sports Department.
Reporting to:	Head of Boys' Sport
Functional relationships with:	Head of Girls' Sport Class Teachers Maintenance Staff
Main duties and responsibilities:	<ul style="list-style-type: none">Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact. Resource Management <ul style="list-style-type: none">Managing the Sports Department's resources, ensuring the safe set up and maintenance of equipment;Assisting the Head of Boys' Sport to maintain an up-to-date inventory for the Department's equipment and manage this effectively to ensure all equipment is ready for use in lessons, enrichments, practices and competitions;Preparing and provide equipment and resources for curriculum lessons, ensuring that teaching areas and equipment are well maintained and organised;

	<ul style="list-style-type: none"> ▪ Undertaking a number of administrative duties, helping to ensure the smooth running and organisation of the department. ▪ using ICT (specifically Microsoft Teams) to collate, upload and store GCSE PE Practical Video files <p>Pupil Learning and Curriculum Content</p> <ul style="list-style-type: none"> ▪ Assisting the PE Staff in the implementation of set tasks for an individual/small group of pupils and clearing up the sports facility before and after activities to maintain a tidy, healthy and safe environment; ▪ Assisting in the delivery of the PE Curriculum with individual/small groups of pupils; ▪ Helping to raise standards of achievement of all pupils; ▪ Recording observations of children to inform the PE Teacher's planning, assessment and pupils learning. <p>Learning and Supporting Strategies</p> <ul style="list-style-type: none"> ▪ Supporting pupils on an individual basis to access the subject matter provided by the PE staff; ▪ Assisting in the development of varying skills that supports the pupil's learning skills. ▪ Assisting in the production of teaching aids; ▪ Contributing to sports projects helping the development of varying skills that support pupil's learning; ▪ Helping to implement lesson plans and encouraging children to stay on task. <p>The Sporting Environment</p> <ul style="list-style-type: none"> ▪ Assisting in providing an atmosphere in which effective and safe learning can take place; ▪ Modelling good practice; ▪ Releasing the teacher to work with small groups; ▪ Professional communication with other schools, in order to create and confirm fixtures, including items such as age groups, catering arrangements and timings. ▪ Umpiring and supervising competitive situations in intra-school and inter-school fixtures; ▪ Assisting with the running of extra-curricular clubs; ▪ Ensuring that all team members behave in a sportsmanlike manner, presenting and performing at all times in a way that is a credit to the school; ▪ Assisting with displays; ▪ Ensuring all PE equipment is stored safely and ready for use when required. ▪ Making resources to be used in the Games Hall and on the Sports Field; ▪ Photocopying/laminating of items; ▪ Collecting/collating information from parents either directly or through planners and informing the Head of Boys' Sport of any urgent matters arising. <p>Working Relationships</p>
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	<ul style="list-style-type: none"> ▪ Developing positive relationships with the pupils to assist pupil progress and attainment; ▪ Helping to ensure the inclusion of all children; ▪ Providing feedback to teachers. <p>Personal and Social Care</p> <ul style="list-style-type: none"> ▪ Assisting in the personal and social care of pupils and in the development of related skills; ▪ Supporting the safe supervision of pupils; ▪ Assisting in the general welfare of pupils; ▪ Developing each pupil's social skills. <p>Key Accountabilities</p> <ul style="list-style-type: none"> ▪ Supervising pupils as appropriate and assisting with other school and curricular activities as directed by the Head of Boys' Sport including Lunchtime and Afterschool activities (at a level that is consistent with the status and grading of the post), sports tournaments and fixtures; ▪ Looking after the personal health and safety of the pupils by administering first aid (at a level which is appropriate to the post holder's knowledge and ability) and assisting as necessary where pupils require personal care, in accordance with the school's policies and practices. <p>In addition, any other duties, as discussed and agreed with the Head, may be incorporated within this Job Description.</p>
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You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i> <ul style="list-style-type: none"> English and Mathematics GCSE grade C or above 	<i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i> <ul style="list-style-type: none"> Appropriate qualifications and/or training for Teaching Assistants and/or Technicians Full and relevant qualifications for the purposes of the role First Aid qualifications 	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i> <ul style="list-style-type: none"> Experience of working within a classroom environment and supporting a classroom teacher. Evidence of successful participation in Sport 	<i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i> <ul style="list-style-type: none"> Experience in the coaching of sport Prior experience of umpiring sport 	Contents of the application form Interview Professional references

Skills and Knowledge	<p><i>The skills and knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Ability to promote positive behaviour • Observation skills • Knowledge of how to make learning accessible • Has excellent communication and oral and written presentational skills • Good ICT skills • An ability to generate self confidence in pupils • Ability to use other equipment e.g. photocopier 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Excellent ICT skills, including using Microsoft365 and Teams 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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Personal competencies and qualities	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • ability to form and maintain appropriate relationships and personal boundaries with children and young people • emotional resilience in working with challenging behaviours • positive attitude to use of authority and maintaining discipline • Ability to relate well to children and adults • Ability to manage time demands and ensure deadlines are met • Ability to work as part of a team, understanding classroom roles and own position within these. • A willingness to contribute to the School's ethos • Can show enthusiasm, tenacity and resilience with the ability to work under pressure, while maintaining a sense of humour 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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The Peterborough School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Services (formerly CRB) check.

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