

Prepare | Aspire | Succeed



Please return one signed copy to Judith Woods, HR Manager, and retain the other copy for your records.

Signed

Name
(in capitals)

Date

Post Title: PE Assistant Teacher

Grade: Bucks Pay Range 1 Point 5 - Range 2 Point 15 pro rata (from £17,210 - £20,083 pa actual salary; from £23,104 - £26,961 pa full-time equivalent)

Hours: 32.5 hours per week (8.30am to 3.30pm including a half hour unpaid break), 39 weeks per year (38 weeks term-time plus five Inset days)

Responsible to: Head of PE Department

Job Purpose:

- To provide technical, practical and administrative support for the PE Department with equipment and resources, fixtures and extra-curricular activities such as Duke Edinburgh Award Scheme and other outdoor learning.
- To support students' learning and development.
- To work under the guidance/instruction of teaching staff to undertake work/support programmes to enable access to learning for students.
- To take an involved part in the planning and record keeping of students learning.
- Work may be carried out in the classroom or outside the main teaching area.
- Work with individuals or small groups of students under the direction of teaching staff.

To work as a member of the school's support staff in accordance with the following:

Duties and Responsibilities:

1. Lead on organisation of inter-school fixtures and events, including the fixture calendar, communications with schools, mini-bus bookings and fixture sheets.

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Aylesbury Road, Wing, Leighton Buzzard,
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Headteacher Mr S Jones, MA

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2. Inspect equipment regularly to ensure Health and Safety is paramount for students and update Risk Assessments each term.
3. Prepare resources for theory-based lessons and equipment for practical lessons.
4. Develop productive working relationships with colleagues by: attending weekly Department meetings, auditing Department requirements on a daily and weekly basis, and supporting Department members in lessons.
5. Audit, order and maintain the stock of equipment and distribute resources at the end of every term.
6. Prepare team kits for fixtures, team sheets, first aid and water bottles for all fixtures/events.
7. Monitor and update the PE Department website and social media pages.
8. Participate in appropriate professional staff development opportunities, training, sport-related coaching qualifications, etc.
9. Maintain displays eg. mounting of team-sheets, course information, team pictures, etc.
10. Collate assessment for the end of unit core PE assessment grades.
11. Input data relating to specific areas of the curriculum eg. athletics scores.
12. Occasional working outside of normal school hours may be required.
13. Assisting class teachers in raising the achievement of all students.
14. Working with individual students or small groups, as required.
15. Contributing to the preparation of lessons and assisting in the selection and preparation of teaching resources to meet students' needs and interests.
16. Helping and supporting with the implementation of lesson plans.
17. Building and maintaining good relationships with students, ensuring the care, health and welfare of students at all times.
18. Establishing and maintaining appropriate working relationships with parents/carers, staff and other adults involved in a student's education.
19. Following school procedures for safeguarding, reporting any concerns regarding student's safety and welfare to designated staff immediately.
20. Helping to keep students on task by giving individual attention, where necessary, and helping them to become more successful, independent learners.
21. Assisting in the provision of activities for identified students to encourage their physical, intellectual, emotional and social development.
22. To contribute feedback on student progress, as necessary.
23. Maintaining a safe and purposeful learning environment.
24. Attending curriculum and SEND meetings, where possible.

25. Taking responsibility for own professional development by seeking opportunities and attending relevant training.
26. Taking part in school practices and procedures, e.g. educational visits, where possible.
27. To ensure own safety and safety of all others.
28. Promote the inclusion and acceptance of all students.
29. Attend any courses required to fulfil responsibilities.
30. Be aware of and comply with, policies and procedures relating to child protection, health & safety; safety and security, confidentiality and data protection, reporting all concerns to the appropriate person in line with school policies and procedures.
31. Contribute to the ethos/work/aims of the school.
32. Undertake such other duties/responsibilities as may from time to time be reasonably required.

Support members of the Administration Team by:

Maintaining accurate and up-to-date student records using the school's student database and filing systems.

Being committed to one's own professional development, undertaking such training as is needed to perform the post effectively.

PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the types of person and the characteristics required to carry out the post. Please make sure when completing your application form that you give clear examples of how you meet the essential and desirable criteria.

1 = Application form 2 = Interview 3 = Test and/or Reference 4 = Proof of qualification

	Essential	Desirable	How Measured
TRAINING/QUALIFICATIONS:			
Good standard of education.	✓		1, 3, 4
Use of SIMS and Go4Schools databases		✓	1, 2, 3
High standard of written and spoken English	✓		1, 2, 3
Knowledge of Microsoft Office programmes	✓		1, 2, 3
SKILLS AND COMPETENCIES:			
Proactive, professional and friendly manner	✓		1, 2, 3
Ability to work effectively as part of a team	✓		1, 2, 3
Ability to organise and prioritise work effectively and work to deadlines	✓		1, 2, 3
Ability to work with a minimum of supervision	✓		1, 2, 3
Occasional working outside of normal school hours may be required.	✓		1, 2, 3
EXPERIENCE:			
Knowledge and interest in PE and basic experience of providing physical education support	✓		1, 2, 3
Working with secondary school age young people	✓		

The Governing Board of The Cottesloe School is committed to safeguarding and promoting the welfare of the students. This role involves contact with children and all employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children at all times whilst undertaking school activities and in their personal lives.

The school's policy is to renew DBS checks for all staff, volunteers and governors every five years. Staff have a duty to inform the Headteacher of any change in their DBS status and to make the Headteacher aware of any incidents that may impact on their ability to work with children and young people.

The postholder will ensure that school policies are reflected in all aspects of their work, in particular those relating to safeguarding children, equal opportunities, health and safety, data protection, code of conduct and professional behaviour.

The postholder will be required to undergo criminal, teacher status, identity, qualification, medical and reference checks as part of the safer recruitment process and must be willing to participate in further training as the job requires. All staff are expected to take responsibility for safeguarding and promoting the welfare of students at the School.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable a suitably qualified applicant with a disability (as defined under the Act) to meet the requirements of the post.

This job description and person specification sets out the duties of the post at the time it was drawn up. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.