

JOHN COLET SCHOOL JOB DESCRIPTION

POST:	PE Teaching Assistant
GRADE:	Range 3
PATTERN:	28.75 - 31.75 hours a week starting at 8.45am. 38 weeks a year (term-time), including 2 INSET days to be worked on a timesheet basis.
RESPONSIBLE TO:	Subject Team Leader of PE

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

DUTIES AND RESPONSIBILITIES

To assist with the provision of teaching across the full PE curriculum including extra-curricular activities, and provide lesson cover when required.

Main duties are as follows:

- Prepare and provide resources and equipment for PE lessons where appropriate.
- Provide cover for absent PE teachers.
- Provide assistance in lessons when required.
- Provide lifeguard support during swimming lessons.
- Coach or supervise extra-curricular activities during lunchtime and after school.
- Manage and coordinate PE fixtures by making/taking bookings and arranging transport.
- Attend external sports fixtures when required.
- Organise House Sports and Sports Day.
- Ensure PE equipment is maintained and annual services completed.
- Ensure bibs, bands and spare PE kit are clean and in good condition.
- Provide administrative support to the PE department.
- Keep PE store cupboards and office tidy.
- Ensure displays in the Sports Hall and Gym are up to date and of high quality

In addition:

- Deal with all matters confidentially.
- Undertake other work of an appropriate nature and in the interests of the school as directed by the Line Manager.
- Provide support to students during periods of contact and help promote a general feeling of well-being within the school.
- Participate in the School's appraisal system.
- Take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

February 2019