



## Job Description PE Technician



|                 |                         |              |                     |
|-----------------|-------------------------|--------------|---------------------|
| <b>Employer</b> | Castleman Academy Trust | <b>Grade</b> | Grade C – SCP 3 - 4 |
|-----------------|-------------------------|--------------|---------------------|

### Key Priorities

- To assist the department in its day-to-day running, providing additional supervision in order to raise standards in teaching, learning and attainment whilst creating further opportunities for children to participate in physical activity

### Key Responsibilities

- Supporting PE teacher with lessons
- Organisation of practical equipment, including preparation and storage before and after lessons
- Administration tasks associated with the planning and implementation of PE activities and trips
- Arranging fixtures and produce fixture list
- Booking transportation e.g. school minibuses and coaches
- Helping with organisation of special events e.g. sports presentation evening, dance platform, sports days, open evenings
- Participate in departmental meetings
- Liaise with grounds maintenance for PE requirements
- Liaising with external coaches who run after school clubs
- Updating information boards around the school
- Maintain and assure accessibility of school owned PE kit for fixtures and tournaments.

### Health and Safety

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- Contribute to the school's programme of extra-curriculum activities
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's Health and Safety policy to ensure a safe working environment for staff, students and visitors
- Work within the school's Diversity/Equal Opportunities Policy to promote equal opportunities for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Adhere to policies and procedures as set out in the Staff handbook
- Undertake other reasonable duties related to the job purpose required from time to time

Any other duties commensurate with the role of PE Technician that may be required from time to time. PE Technicians are accountable to the Trust Board, Executive Headteacher and PE Teacher for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE and the Trust shall make. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

The Castleman Academy Trust reserves the right to deploy staff to support the needs of our pupils throughout any of our Trust schools, as and when required.



## Person Specification PE Technician



| Education/Qualifications  | Desirable | Essential |
|---|-----------|-----------|
| Good standard of literacy and numeracy                                  |           | X         |
| At least 5 GCSE's at Grade C or above                                   |           | X         |
| PE related qualification e.g. Coaching                                  | X         |           |
| First Aid Qualification, or willingness to undertake first aid training | X         |           |

| Experience  | Desirable | Essential |
|---|-----------|-----------|
| Working with children in a sporting capacity                                    |           | X         |
| Playing a variety of sports to a competent level                                |           | X         |
| Use of varied ICT packages/software   |           | X         |
| Experience of working in an educational setting                                 | X         |           |
| Developed knowledge and understanding of coaching issues in more than one sport | X         |           |

| Skills, Abilities and Knowledge  | Desirable | Essential |
|--|-----------|-----------|
| Ability to prioritise and manage allocated workload  |           | X         |
| Ability to work without direct supervision   |           | X         |
| Ability to work effectively within a team environment, understanding classroom roles and responsibilities                                |           | X         |
| Ability to build effective working relationships with all pupils and colleagues, promoting a positive ethos and attitude as a role model |           | X         |
| Ability to undertake clerical/administrative duties  |           | X         |
| An awareness and an understanding of issues of inclusion, especially within a school setting   | X         |           |

| Safeguarding and Special Requirements   | Desirable | Essential |
|---|-----------|-----------|
| The Castleman Academy Trust is committed to safeguarding and promoting the welfare of children and you people and requires all staff and volunteers to share and demonstrate this commitment.   |           | X         |
| The successful applicant will be required to meet all elements of Safer Recruitment and will be the subject of pre-employment checks including an Enhanced DBS Check, including Child Barring List, a medical question and satisfactory references. |           | X         |
| It is a prerequisite that you familiarise yourself with the safeguarding policy and safer working practices policy and procedures of the school and follow them.  |           | X         |
| The Castleman Academy Trust expects all employees and volunteers to be committed to the Trust's Policies and ethos  |           | X         |