



JOB DESCRIPTION

Job Title:	PE Technician
School:	The Cornerstone Academy
Responsible to:	Head of PE

Purpose of Role

To support the PE Department to facilitate excellent teaching and learning. This includes the setting up and ordering of materials and equipment, assisting staff and leading students during lessons and ensuring a safe and clean working environment.

Main Duties & Responsibilities

Support for Students

- Support students in accessing learning activities under the guidance of the teacher.
- Provide feedback to students in relation to progress and achievement.

Support for the Teacher

- Create and maintain a purposeful, orderly and productive working environment.
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
- Maintain records as requested.
- Provide administration support e.g. MIS Arbor records including student registers, photocopying – team sheets and fixture letters, and printing for displays, etc.
- Communications to parents/carers via email and phone as directed.

Support for the Academy (PE)

- Maintenance, storage and preparation of resources for the successful delivery of lessons, workshops, tutorials, demonstrations undertaken by the PE Department.
- Give support and guidance to the Head of PE and PE teachers on resources required and budget implications.
- Source, cost and order of equipment, publications and materials to maintain stock levels, as required by the Head of PE.
- Assist teachers with preparation of resources for lesson delivery on a daily basis.
- Ensure and promote the maintenance of a healthy and safe working environment through contributing to the assessment and monitoring of both health and safety procedures and information and information resources.
- Keep up to date with current procedures and practices through continuing professional development.
- Provide gym inductions as required to promote H&S in this area
- Attend department meetings and courses as required.
- Ensure all teaching resources/equipment are in good working order and are safe to use.
- Assist in practical lessons as required.
- Assist, where appropriate, with the supervision of students out of lesson times e.g. clubs, extracurricular activities.
- Maintaining cleanliness and hygiene of department including washing of PE kits.

Other duties:

- 1) Support the school's fire and emergency procedures by being familiar with the instructions, located in all teaching areas, for staff and students – and take appropriate action should the need arise.
- 2) Retain the confidentiality of all aspects of school life.
- 3) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 4) Comply with all decisions, policies and standing orders of the school, United Learning and BCP Council; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 5) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedures.

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title

I confirm that I have read and understood the details contained within this job description.

I understand that by signing this document, I agree to the terms and conditions contained within it.

Signed	
Print Name	

Dated	
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Prepared by: The Cornerstone Academy
February 2026



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ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> • Previous school experience desirable • Using and handling sports equipment • An understanding of Health and Safety in sports 	Application form Interview References
Qualifications & Training	<ul style="list-style-type: none"> • 5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications/ relevant experience • Commitment to own CPD and willingness to enhance qualifications and training for development of the role 	Application form Certificates Interview
Aptitudes & Abilities	<ul style="list-style-type: none"> • Excellent inter-personal skills • Strong time management and organisational skills • To be able to interpret instructions and follow procedures effectively. • Ability to handle confidential information with discretion • Ability to understand, respect and value young people's views • Pro-active and display initiative • Analytical/problem-solving aptitude • Methodical approach to work • Good team player, but also to work autonomously • Ability to undertake all the physical aspects of the post. • A patient and calm persona when providing guidance to young people • Willingness to work additional hours when required including some after school sessions 	Application form Interview References
Knowledge	<ul style="list-style-type: none"> • Knowledge of school's behaviour and management policy and procedures • Knowledge of school's fire and emergency procedures • Knowledge of Child Safeguarding procedures 	Application form Interview References
Attitude / Motivation	<ul style="list-style-type: none"> • Self-motivated, flexible and open to change • Enthusiasm for working in an educational environment 	Application form Interview References
Other Factors	<ul style="list-style-type: none"> • Commitment to Equal Opportunities • Enhanced DBS check 	Application form Interview References DBS process