

# **TECHNICIAN – PHYSICAL EDUCATION**



## **JOB DESCRIPTION & PERSON SPECIFICATION**

### 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 teachers 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

**All staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. They are required to support and follow all relevant school policies including those for behaviour and child protection. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. They should be involved in promoting the acceptance and integration of pupils with special educational needs. They might also be involved assisting pupils for whom English is an additional language**

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the School / Authority.

**Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via [www.disclosure.gov.uk](http://www.disclosure.gov.uk) 'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Employee)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Headteacher)

## PERSON SPECIFICATION

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	X	
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	