

HAMPTON COLLEGE

JOB DESCRIPTION

POST TITLE: PE Technician & Support Assistant

GRADE: 6

HOURS OF WORK: 8:00am - 3:15pm (Monday to Friday)

RESPONSIBLE TO: SENDCo / Head of PE

PURPOSE OF THE JOB:

- To support the Head of PE and PE Department in the management of PE resources, liaising with Site/ICT, where required.
- In the absence of a PE Teacher support the allocated Cover Supervisor/Supply Staff in Practical PE lessons, to assist in the delivery of learning and curriculum content to the class.
- Contribute towards learning support by providing TA support in lessons.
- Supporting the PE Department with the development of the school's extensive PE extra-curricular programme for inter and intra school sport.

MAIN RESPONSIBILITIES:

Learning and Supporting Strategies

- Provide timetabled support for SEND students, as directed by the SENDCo (supporting students on an individual basis to access the subject matter provided by PE staff) and helping to ensure the inclusion of all children.
- Assist in the production of teaching aids to support adaptive teaching practices.
- Contribute to sports projects and workshops, helping the development of different skills that support student's learning, i.e. Sensory Circuits, SEND lunchtime school sport provision, SEND workshops such as colour run/cricket, etc).

Resource Management

- Managing the Sports Department's resources, ensuring the safe set up and maintenance of equipment, informing the Head of Department where site team/external contractor assistance is required.
- Assist the Head of Department to maintain an up-to-date inventory for the Department's equipment and manage this effectively to ensure all equipment is ready for use in lessons, enrichment activities, practices, competitions and fixtures, including informing the Head of Department of any order requirements.
- Prepare and source equipment and resources for curriculum lessons, ensuring that teaching areas and equipment are well maintained and organised; to include photocopying or adapted resources where required.
- Undertake any relevant administrative duties to ensure the smooth running and organisation of the department.
- Use ICT (specifically Microsoft Teams and video analysis tools) to collate, upload and store GCSE PE, A Level Practical Video files and written coursework for OCR Cambridge National Sport Science.

Pupil Learning and Curriculum Content

- Assist the PE Team in the implementation of set tasks for an individual/small group/whole group of students for festivals, workshops and school sport.
- Assist in the delivery of the PE Curriculum with individual/small/whole groups of students and support the safe supervision of students.

Other roles and responsibilities

- Supervise students, as appropriate and assist with school sport and curricular activities as directed by the Head of Department. This is to include lunchtime and afterschool activities (at a level consistent with the qualification of the postholder), sports tournaments (internal and external) and fixtures.
- Ensure the personal health and safety of all students by administering first aid and assisting as necessary where students require personal care, in accordance with the school's policies and practices.
- Be a qualified first aider and maintain certification every three years.
- Support a safe and meaningful learning environment in PE, by assisting with behaviour and uniform issues.
- Ensuring the PE area is a stimulating and welcoming environment by maintaining and updating PE display boards.
- Other duties as directed by HOD.

Person Specification

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Criteria	Essential	Desirable
Educational Qualifications	<ul style="list-style-type: none"> ➤ Good educational background with GCSE (or equivalent) at Grade C and above in Maths and English ➤ PE related sports qualifications or coaching certificates 	<ul style="list-style-type: none"> ➤ Educated to degree level
Experience	<ul style="list-style-type: none"> ➤ Two years minimum satisfactory experience as a Teaching Assistant, with evidence of CPD undertaken ➤ Experience of working across the curriculum ➤ Experience of delivering activities to small groups and individuals 	<ul style="list-style-type: none"> ➤ Experience of working as a Teaching Assistant in a secondary school ➤ Experience of working with students who have a wide variety of educational needs ➤ Experience of working in sports related activity
Skills/Abilities	<p>Ability to:</p> <ul style="list-style-type: none"> ➤ Gain the respect of staff and students ➤ work with an individual or a group ➤ reinforce teaching points during teacher input ➤ clear up misunderstandings and sort out misconceptions ➤ teach new concepts as agreed with the class teacher ➤ model acceptable behaviour ➤ provide strategies to support student development ➤ extend children's thinking skills ➤ assess children's understanding of text and reading skills aswell as maths concepts ➤ discuss with children their understanding of learning objectives ➤ suggest ways of developing learning ➤ encourage good social skills ➤ update assessments and Individual Education Programmes ➤ liaise with the SENDCo and relevant outside agencies ➤ take an active involvement in medium-term planning ➤ observe and assess children's learning and development ➤ supervise a class for short periods of time. 	<ul style="list-style-type: none"> ➤ Ability to work under pressure ➤ Willingness to learn new skills ➤ Ability to provide support to less experienced TAs ➤ Ability to speak another language ➤ TEFL Qualification or similar

Knowledge and Understanding	<ul style="list-style-type: none"> ➤ Knowledge and understanding of: - <ul style="list-style-type: none"> ▪ how children develop. ▪ how to support children in literacy and numeracy. ▪ supporting children with Special Educational Needs. ▪ IEPs 	
Other Requirements	<ul style="list-style-type: none"> ➤ Reliability ➤ Enthusiastic and positive outlook ➤ A calm approach ➤ Good listening skills ➤ Sensitivity and empathy ➤ Ability to learn quickly ➤ Demonstrates initiative both in and out of the classroom ➤ Strong interpersonal skills ➤ Excellent communication skills, oral and written ➤ Good ICT skills (specifically Microsoft Teams & Video Analysis tools) ➤ Ability to adapt to change and a variety of situations ➤ Good organisational skills ➤ Willingness to undertake training, as required and take a full and active role in college life 	<ul style="list-style-type: none"> ➤ Certificate and/or experience of First Aid
Safeguarding Competencies	<ul style="list-style-type: none"> ➤ Commitment to promoting and safeguarding the welfare of all staff and students ➤ Demonstrates empathy for the concerns of others ➤ Shows respect for other's feelings, views and circumstances ➤ Seeks and uses professional support appropriately ➤ Can demonstrate flexibility of approach ➤ Shows a personal commitment towards safeguarding children ➤ Ensure a commitment to Health & Safety of all students in your care 	