



## WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

<b>Job Title:</b>	PE Technician
<b>Location:</b>	Across the Trust (based at Callington Community College currently)
<b>Grade/salary:</b>	Cornwall Council Grade D £24,796.00 per annum FTE Actual salary £10,618 pa for working 18.5 hours part time
<b>Hours:</b>	18.5 hours per week (term time only plus 5 INSET days)
<b>Contract:</b>	1 year Fixed Term
<b>Start Date:</b>	September 2026
<b>Reports to:</b>	Curriculum Leader: PE and Sport

**Key relationships:** Students, teaching staff, support staff, parents and carers

### Job Purpose

To support the PE Team as required in the preparation of resources for practical lessons that meet both the health and safety standards and requirements of the classes involved. To provide support and advice to students under the guidance of the PE Department.

### Duties and Responsibilities

1. To manage all fixtures across all sports and age groups which will involve:
  - liaising with schools/organisations
  - parent communications and consent
  - booking buses/facilities
  - arranging officials
  - entries and subscriptions
2. Maintenance of all equipment and facilities to include washing of spare kit and College team kit.

3. Provide support for the girls changing rooms and the female member of staff. This would be relevant on core PE lessons, especially lessons where the female PE teacher is not timetabled.
4. Administrative duties for the Sports Leadership Academy and other programmes that the College offers to students.
5. To assist in extra-curricular activities including monitoring and tracking of extra-curricular attendance.
6. Attend department inset and in house training when required.
7. Help to promote Physical Education and Sport across the college.
8. To actively participate in school events i.e. Open Evening.
9. To undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

### **General responsibilities**

1. To carry out other duties as may be reasonably assigned by the Principal.
2. To take on additional responsibilities, commensurate with the level and responsibility of the post, which might from time to time be determined.
3. Contribute to the development and implementation of the overall ethos and aims of the school.
4. Develop constructive relationships and communicate with other agencies and professionals.
5. Participate in training and other learning activities and performance development as required.
6. Recognise own strengths and areas of expertise and use these to advise and support others.
7. Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to a relevant person.
8. Safeguarding and promoting the welfare of all students.
9. Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of students, visitors and colleagues in accordance with the requirements and locally adopted policies; including taking responsibility for raising concerns with a manager.
10. To undertake all administration duties relating to mock exam data and entry.

11. To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.
12. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. WeST (Equal Opportunities Policy/Code of Conduct), national legislation (Health & Safety, Data Protection).
13. Comply with the school support services, school procedures and policies relating to child protection, health and safety, confidentiality and data protection.
14. To maintain confidentiality of information acquired in the course of undertaking duties for the department.
15. To be responsible for your own continuing self-development, undertaking training as appropriate.

*This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.*

Signed ..... Date .....

**PERSON SPECIFICATION**

E = Essential, D = Desirable

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection)
<b>VALUES-BASED BEHAVIOURS - It is important to us that your values align with ours:</b>			
<b>Compassion:</b>			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	E		X
<b>Aspiration:</b>			
Works to high expectations, modelling the delivery of high-quality outcomes	E		X
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	E		X
<b>Integrity:</b>			
Acting always in the interests of children and young people,	E		X
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	E		X
Communicating with transparency and respect, creating a working environment based on trust and honesty	E		X
<b>Collaboration:</b>			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	E		X
<b>QUALIFICATIONS:</b>			
Attainment of GCSE's grade C or above, or equivalent level 2 qualifications to include English and Maths (or the ability to demonstrate an equivalent level of knowledge and skill through practical experience).	E	X	
The possession of coaching qualification	D		X
A fitness instructor qualification	D		X
Appropriate first aid training	D		X
<b>EXPERIENCE:</b>			
Helping with school sports teams or clubs	E	X	X
Volunteering with children/young people	E	X	X
Assisting at events or organising activities	E	X	X
Personal involvement in sport or fitness	E	X	X
Practical experience of working within a school/ college environment.	D		X
<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>			
Up to date ICT skills	E	X	X
Good listening & communication skills	E	X	X
Organisational skills	E	X	X

**FURTHER REQUIREMENTS:**

Ability to relate well to children and adults.	<b>E</b>		<b>X</b>
Ability to work to deadlines and methodical approach to work.	<b>E</b>		<b>X</b>
Ability to work sensitively with a variety of people.	<b>E</b>		<b>X</b>