

JOHN COLET SCHOOL

JOB DESCRIPTION

POST: PE Teaching Assistant
GRADE: Range 3
PATTERN: Up to 37 hours a week (subject to agreement)
Mon/Tues 8.00am – 4.15pm,
Weds/Thursday 8:00am – 4:00pm,
Friday 8:00am - 3:00pm,
with 30-minute unpaid lunch break each day

38 weeks a year (term-time only)

RESPONSIBLE TO: Subject Team Leader of PE

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

DUTIES AND RESPONSIBILITIES

To assist with the provision of teaching across the full PE curriculum including extra-curricular activities, and provide lesson cover when required.

Main duties are as follows:

- Prepare and provide resources and equipment for PE lessons where appropriate.
- Provide cover for absent PE teachers.
- Provide assistance in lessons when required.
- Coach or supervise extra-curricular activities during lunchtime and after school within contracted hours.
- Provide administrative support to the PE department.
- Manage and coordinate PE fixtures by making/taking bookings and arranging transport.
- Attend external sports fixtures when required.
- Organise House Sports and Sports Day.
- Ensure PE equipment is maintained.
- Ensure bibs, bands and spare PE kit are clean and in good condition.
- Keep PE store cupboards and office tidy.
- Ensure displays in the Sports Hall and Gym are up to date and of high quality
- Undertake verification of DoE student accounts.
- Communicate with parents through email, newsletter and PE website regarding organisation of fixtures, extracurricular activities and PE lessons

In addition:

- Deal with all matters confidentially.
- Undertake other work of an appropriate nature and in the interests of the school as directed by the Line Manager.
- Provide support to students during periods of contact and help promote a general feeling of well-being within the school.
- Participate in the School's appraisal system.
- Take responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be

conducted by the Headteacher/Manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

June 2026