



Name:	Vacancy
Job Title:	Sports Teaching Assistant Apprentice
Reports To:	PE Lead / Class Teacher / Senior Leadership Team
Bucks Pay Range:	Apprenticeship Rate
Working Hours:	37 hours per week
Working Weeks:	39 weeks per annum
DBS Required:	Enhanced, with Children's Barred List Check

Purpose of Role:

The purpose of the job of a Sports Teaching Assistant Apprentice is:

- To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.
- To work under the instruction/guidance of senior/teaching staff to support the delivery of quality learning and teaching and to help raise standards of achievement for all pupils.
- To support the delivery of physical education, sporting activities and healthy lifestyles throughout the school.
- To support and encourage positive and enjoyable break times for pupils through participation in physical games and activities.
- To successfully complete the Level 3 Teaching Assistant Apprenticeship – Sports Pathway.

Main duties and responsibilities

Teaching and Learning

- Support the educational and social development of pupils under the direction and guidance of the Headteacher, SENCO and class teachers.
- Assist in the implementation of plans for pupils and help monitor their progress.
- Work with small groups of pupils as directed by the class teacher.
- Provide support for individual pupils inside and outside the classroom to enable them to participate fully in activities.
- Work alongside other professionals and staff members as required.
- Assist class teachers with maintaining pupil records and classroom resources.
- Support pupils with emotional or behavioural needs and help develop positive social skills.
- Assist with the delivery of PE lessons and physical activities across the school.
- Support sports events, festivals, competitions and enrichment activities.
- Encourage pupil participation in physical activity, teamwork and healthy lifestyles.
- Help supervise and support lunchtime and after-school sports activities.
- Develop knowledge, skills and experience through participation in the apprenticeship programme and on-the-job training.

Administration Duties

- Assist with responding to general parent, pupil and visitor enquiries both in person and via the telephone under the guidance of school staff.
- Carry out general duties such as photocopying, laminating, binding and filing.
- Provide minor first aid and support pupils in line with school procedures and training received.
- Develop the ability to manage and prioritise workload with support from colleagues and line managers.
- Assist school staff with the organisation of events such as camps, sports days, parents' evenings and productions, including associated administration tasks.
- Use relevant equipment and computing software such as MS Office, Arbor, Outlook, Google Workspace and Chrome as part of day-to-day duties.

Pastoral Care

- Develop positive relationships with all children
- Maintain a positive approach to child management, supporting the school's policies relating to attendance, punctuality, uniform and behaviour
- Ensure the health and safety of all children on school premises
- Help maintain a safe and positive environment for all pupils.
- Develop an understanding of safeguarding procedures and follow school policies at all times.
- Act as a positive role model for pupils both in the classroom and during sporting activities.

Apprenticeship Responsibilities

- Attend all apprenticeship training sessions and reviews.
- Complete coursework, portfolio work and assessments within required deadlines.
- Engage positively with mentoring, coaching and professional development opportunities.
- Demonstrate a commitment to developing knowledge, skills and behaviours relevant to the apprenticeship standard.

General

- Work with the Headteacher and colleagues in creating, inspiring and embodying the ethos of the school, securing its Mission Statement with all members of the school community and ensuring an environment for learning and teaching that empowers both staff and children to achieve their highest potential
- Actively support the school's corporate policies, including the Staff Handbook, relating to professionalism, equality and diversity, inclusion and health, safeguarding and well-being, confidentiality and social networking
- Promote the school and celebrate its success at every opportunity
- Promote the HOH approach in all areas of their role.
- To attend appropriate training sessions for the purposes of maintaining a quality office environment, to understand the needs and legal obligations of schools, and for potentially developing new working practices. To appreciate that these training sessions may need to take place on rare occasion out of term time or duty time.
- To communicate effectively and appropriately with other members of staff and visiting guests.
- To help promote the ethos of the School wherever possible.
- To perform other duties commensurate with the grading of the post as directed by the Headteacher and SLT.

Relationships with pupils, parents/carers and the wider community

- Develop positive links with parents/carers, Governors and the local community by supporting the school's approach to community involvement and cohesion.
- Encourage the involvement of parents/carers in the education of their children and respond promptly to queries and concerns.

- Uphold the school's links with the local community, pre-schools, local schools, the Local Authority and other external agencies.

Performance Management and Professional Development

- Take shared responsibility for your own continuing professional development by participating in training, staff meetings and INSET days.
- Actively engage in the annual Performance Management review process in accordance with school policy.
- Share learning and good practice from training and development opportunities undertaken.

Conduct

- To act in a professional and confidential manner with all school information.
- To work co-operatively with others and show commitment to the school through attendance at meetings and working towards shared goals.
- To promote the image of the school in all contact with the local and wider community.
- Set high expectations of conduct whilst acting as a positive role model for pupils.
- To comply with individual responsibilities in accordance with the role for health and safety in the workplace.
- To be fully aware of and adhere to all school, local authority and government policies.

Other Duties

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection.
- Participate in training and other learning activities as required and to participate in appraisal and professional development.
- Set high expectations of conduct, whilst acting as a good role model for others.
- Handle difficult situations and issues with sensitivity and calm, ensuring the safeguarding of pupils, data protection issues and the need for strict confidentiality at all times.

These duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate administrative duties within the context of the job, skills and grade.

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

The school is committed to safeguarding and promoting the welfare of the children and young people and expects all staff and volunteers to share this commitment.

Signed:

Headteacher

Date:

Post Holder: _____

Date: _____

Name: _____

This document was last reviewed: June 2026

Sports Teaching Assistant Apprentice – Person Specification

	Essential	Desirable
1. Knowledge and Experience		
Interest in working with children within a school environment	√	
Interest in sport, physical activity and healthy lifestyles	√	
Understanding of the importance of safeguarding and child welfare	√	
Understanding of the importance of equality, inclusion and diversity within schools	√	
Awareness of positive behaviour management strategies	√	
Experience working or volunteering with children		√
Experience participating in sports coaching, clubs or team activities		√
Knowledge of primary education or child development		√
2. Skills and Abilities		
Ability to communicate effectively with children and adults	√	
Ability to work positively as part of a team	√	
Ability to support pupils in accessing learning activities	√	
Ability to encourage positive participation and engagement	√	
Ability to build positive relationships with pupils	√	
Ability to follow instructions and guidance from teachers and senior staff	√	
Ability to use basic ICT systems and software	√	
Ability to organise and prioritise workload with support	√	
Ability to support physical activities and sporting opportunities	√	
Ability to communicate confidently with parents, staff and visitors		√
Understanding of how ICT can support teaching and learning		√
3. Personal Qualities		
Enthusiastic, positive and willing to learn	√	
Reliable, punctual and professional	√	
Calm, patient and approachable	√	
Able to act as a positive role model for pupils	√	
Commitment to safeguarding and promoting the welfare of children	√	
Commitment to equality of opportunity and inclusion	√	
Willingness to undertake training and professional development	√	
Good communication and interpersonal skills	√	
Flexible and willing to support wider school activities	√	
Energetic with a good sense of humour	√	
Willingness to contribute positively to the wider life and ethos of the school	√	
Interest in developing a future career in education, sport or youth work		√