

## JOB DESCRIPTION

<b>Title:</b>	<b>PE TECHNICIAN</b>
<b>Responsible to:</b>	<b>Subject Team Leader: PE</b>
<b>Grade:</b>	<b>L2</b>

### PURPOSE OF POST:

To ensure the provision of a high quality service to support the delivery of the PE curriculum.

### ORGANISATION CHART:



### PRINCIPAL RESPONSIBILITIES:

1. To monitor the use of PE equipment and liaise with the Subject Lead regarding repairs or replacements.
2. To monitor the PE facilities and ensure they continue to be a safe place for students to learn.
3. Subject class teachers with the set-up of lesson involving large or numerous pieces of equipment.
4. Provide effective communication between the site team and the subject team leader.
5. To support extra-curricular activities by attending some fixtures or running clubs.
6. To support small groups of learners within targeted lessons.
7. To support on school trips and events.
8. To work with the display technician to ensure the boards are consistently updated with key information and relevant displays.
9. To work closely with the subject team leader to develop PE within the school wherever required.

### Generic Responsibilities of all staff:

1. To consistently uphold the school's aims and strive to attain school targets.
2. To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the school.
3. To work with students within the framework of the school in a courteous, positive, caring and responsive manner.
4. To take an active and positive role in the school's commitment to the development of staff and review procedures.

5. To seek constantly to improve the quality of the school's provision.
6. To present oneself in a professional way that is consistent with the values and expectations to the school.
7. To be responsible for promoting and safeguarding the welfare of children and young persons.

#### **DIMENSIONS:**

<b>Supervisory Management:</b>	N/A
<b>Financial Resources:</b>	N/A
<b>Physical Resources:</b>	Range of PE apparatus etc.
<b>Other:</b>	N/A

**Physical Effort:** Daily movement of pieces of apparatus

#### **Working Environment:**

##### **Context:**

All support staff are part of a whole Trust/school team. They are required to support the values and ethos of the Trust and Trust priorities as defined in the Trust/school Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. It is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

##### **DBS**

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

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 Authority.

**The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**

**'CVs will not be accepted for any posts based in Trusts'.**

## Person Specification: PE Technician

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

<b>Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.</b>				
<b>Attributes</b>	<b>Essential</b>	<b>How Measured</b>	<b>Desirable</b>	<b>How Measured</b>
<b>Experience</b>	Some experience of working in a PE or sports environment.	1,2	Some experience of coaching young persons	1,2
<b>Skills / Abilities</b>	Literacy skills – able to read and understand PE based instructions and maintain records.  Able to take responsibility for extra-curricular activity coaching.  Able to maintain PE notice boards.  Able to plan and organise own work to meet tight deadlines. Able to maintain high standards of accuracy in all tasks.  Able to work within strict Health & Safety guidelines.	1,2  1,2  1,2  1,2		
<b>Equality Issues</b>	Able to identify and act upon common forms of discrimination.	1,2		
<b>Specialist Knowledge</b>	Some basic knowledge of PE as taught in the classroom.	1,2	Some knowledge of technical aspects of the PE curriculum at KS3 and KS4.  Some knowledge of health and safety.	1,2  1,2
<b>Education and Training</b>	Willingness to undertake further work related training. Willingness to undertake first aid training	1,2	NGB coaching awards	1,2,4

<b>Other Requirements</b>	Able to spend some of the working day setting up and dismantling equipment.	1,2	Ability to drive	1,2
	Able to maintain PE equipment.	1.2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that the Trusts policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

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