



The Aylesbury Vale Academy

RESPECT | ASPIRATION | RESILIENCE

## PE TECHNICIAN



**Chair of Governors: Mrs C James**

**Principal: Mr G Gibson**

# **PE TECHNICIAN**

## **JOB DESCRIPTION**

### **JOB PURPOSE**

To assist the department in its day-to-day running, providing additional supervision in order to raise standards in teaching, learning and attainment whilst creating further opportunities for student sto participate in physical activity.

To follow the Academy's Safeguarding policy and procedures and ensure the wellbeing of all students in their care is their highest priority.

### **ACCOUNTABILITY**

The PE Technician is line managed by the Curriculum Leader, PE.

### **MAIN DUTIES AND RESPONSIBILITIES**

- Supporting PE teacher with lessons.
- Organisation of practical equipment, including preparation and storage before and after lessons.
- Administration tasks associated with the planning and implementation of PE activities and trips.
- Arranging fixtures and produce fixture list.
- Booking transportation eg school minibuses and coaches.
- Helping with the organisation of special events eg sports days and open evenings.
- Participate in departmental meetings.
- Liaise with site team for PE requirements.
- Liaising with external coaches who run after school clubs.
- Updating PE information boards.
- Maintain and assure accessibility of school owned PE kit for fixtures and tournaments.
- To undertake any reasonable task as directed by the Academy Principal.

## PERSON SPECIFICATION

CRITERIA	
<b>Qualifications</b>	
Essential	<ul style="list-style-type: none"> <li>• Good standard of literacy and numeracy</li> <li>• GCSE in English and Maths</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• First Aid qualification or willingness to undertake first aid training.</li> </ul>
<b>Experience</b>	
Essential	<ul style="list-style-type: none"> <li>• Working with children in a sporting capacity</li> <li>• Playing a variety of sports to a competent level</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Experience of working in an educational setting</li> <li>• Developed knowledge and understanding of coaching issues in more than one sport</li> </ul>
<b>Skills and Knowledge</b>	
Essential	<ul style="list-style-type: none"> <li>• Ability to prioritise and manage allocated workload</li> <li>• Ability to work without direct supervision</li> <li>• Ability to work effectively within a team environment, understanding classroom roles and responsibilities</li> <li>• Ability to undertake administrative duties</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• An awareness of an understanding of issues of inclusion, especially within a school setting</li> </ul>
<b>Personal Qualities</b>	
Essential	<ul style="list-style-type: none"> <li>• Commitment to ensuring the safety and welfare of children</li> <li>• Commitment to upholding and promoting the ethos and values of the school</li> <li>• Integrity, honesty and fairness</li> <li>• Be resilient and calm under pressure</li> <li>• Commitment to equality</li> <li>• Be resourceful, adaptable and reflective</li> <li>• Work well as part of a team</li> </ul>