



Job Description – PE Support Assistant

JOB TITLE: PE Support Assistant

REPORTS TO: PE Lead

SALARY RANGE: H4-5

Main purpose

The PE support assistant will be responsible for supporting the PE lead and other members of the PE team in implementing the PE curriculum and delivering high quality PE teaching to all pupils in the school. They will support the PE lead in fulfilling aspects of their job description.

Duties and responsibilities

Teaching

- › Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work
- › Review pupils' learning in and outside lesson times to inform relevant next steps
- › Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils, making accurate and productive use of formative and summative assessment
- › Adapt teaching to respond to the strengths and needs of pupils according to formative assessment from the previous lesson
- › Adapt teaching to respond to pupils with disabilities including providing small group or 1:1 PE sessions as appropriate
- › Remain up to date with care plans and any additional reasonable adjustments that need to be made for specific pupils in PE lessons or sports clubs
- › Set high expectations which inspire, motivate and challenge pupils
- › Promote good progress and outcomes by pupils in PE
- › Demonstrate good subject and curriculum knowledge
- › Participate in arrangements for preparing pupils for external tests
- › Committing to delivering high quality direct teaching of the Leader in Me

Whole school organisation, strategy and development

- › Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's vision and values
- › Support the PE lead in the design and provision of an engaging and high quality PE curriculum
- › Make a positive contribution to the wider life and ethos of the school, for example
 - Running an additional club during lunch time or after school
 - Leading on whole school initiatives to raise money or promote engagement in an specific area
 - Attending whole school events, which may be outside school hours
 - Leading assemblies
- › Work with others on curriculum and pupil development to secure co-ordinated outcomes

- › Provide cover, in the unforeseen circumstance that another teacher is unable to teach
- › Follow the School Games programme and take children to the planned events

Health, safety and discipline (behaviour)

- › Promote the safety and wellbeing of pupils
- › Ensure the safe storage and organisation of PE equipment
- › Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment in accordance with the school's policy
- › Recognise significant behaviours which may fall outside the school's behaviour policy and support a plan to address these for specific children
- › Hold restorative conversations with children during break or lunch times

Communication and working with colleagues

- › Communicate effectively with pupils, parents and carers
- › Collaborate and work with colleagues and other relevant professionals within and beyond the school
 - Be available to collaborate with colleagues outside of teaching hours to ensure high standards and consistency
- › Develop effective professional relationships with colleagues rooted in the principles of the 7 Habits
- › Use the school's electronic recording system (CPOMS) to communicate relevant information and share with appropriate colleagues
- › Work in partnership with other schools to improve the offer of sports events

Personal and professional conduct

- › To engage in and continue ongoing personal development in relation to the 7 Habits of Effective Leadership
- › Take part in the school's appraisal procedures
- › Take part in further training and development in order to improve own teaching and leadership
- › Take part in the appraisal and professional development of others, where appropriate
- › Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- › Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
 - Directed hours at school can be flexible however, hours at school should be used effectively to meet all criteria on this job description
- › Meet relevant deadlines
- › Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- › Contribute to the recruitment and professional development of other teachers and support staff
- › Deploy resources delegated to them
- › To maintain resources as per the organisation in school; ensure resources are looked after and put away after use
- › Maintain and deploy PE/sports resources

Safeguarding

- › Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- › To maintain up to date knowledge of safeguarding in between planned training
- › Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- › Promote the safeguarding of all pupils in the school

Person specification

Criteria	Essential qualities	Desirable qualities
Qualifications and experience	Experience working in a primary setting in a relevant role for 12 months or more	<ul style="list-style-type: none"> • Additional relevant professional qualification in excess of essential qualifications • Up to date with statutory requirements • Specialist skills or knowledge relevant to Physical Education or sports coaching
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of the National Curriculum for PE • Knowledge of effective teaching and learning strategies • Ability to adapt teaching to meet pupils' needs • Ability to develop effective relationships with pupils • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Good ICT skills 	<ul style="list-style-type: none"> • Specialist skills or knowledge relevant to Physical Education or sports coaching • Knowledge of the National Curriculum for other curriculum areas which may provide cross-curricular links to PE e.g. Science
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcome for pupils and promoting the ethos and values of the school • High expectations for children's attainment and progress • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Commitment to engaging fully in the Leader in Me 	<ul style="list-style-type: none"> • Sense of humour • Maintain an active engagement with current education and/or sports trends • Receptiveness to new ideas • Create creative solutions to barriers/problems • Use positive reinforcement to create a constructive working environment for everyone • Use positive tone, manner, spoken and body language when communicating to all