



## JOB DESCRIPTION

### PE Co-Educator

<b>REPORTS TO:</b>	PE Teacher / Executive Headteacher
<b>PAYSCALE:</b>	Band 2 MID, Point 3-5 (£16,522.89 - £17,032.33) including outer fringe allowance
<b>LOCATION</b>	Little Parndon Primary Academy
<b>TERMS:</b>	28 hours per week, 39 weeks per year (term time only + inset days)
<b>CONTRACT:</b>	Fixed term until August 2026

### PURPOSE OF THE JOB

- The primary purpose of the PE Co-Educator role is to support the teaching and learning process within Physical Education, ensuring all pupils are engaged, active, and able to achieve their potential in sport and physical activity. Working under the guidance of the PE Teacher, the Co-Educator will contribute to the delivery of high-quality PE lessons, lead daily after-school clubs, and support the school's involvement in competitions and sporting events.
- The role involves creating a positive, safe, and inclusive sporting environment that promotes teamwork, resilience, and a lifelong love of physical activity, while upholding the school's values and policies.

### Liaison with:

- The post-holder is expected to liaise with teaching staff, associate staff, Headteacher, Senior Leaders, parents/carers, sports coaches, and external sporting organisations where applicable.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

### Supporting the Students

- Support the PE Teacher in the delivery of lessons, setting up and managing equipment, and leading small group activities.
- Provide tailored support to individual students and groups to encourage participation, skill development, and physical confidence.
- Promote active engagement, teamwork, and positive attitudes towards health and fitness.
- Support the inclusion of pupils with special educational needs, adapting activities where necessary.
- Encourage resilience, fair play, and respect in all sporting activities.
- Assist with behaviour management to ensure a safe, structured, and positive learning environment.

### After-School Clubs and Competitions

- Plan, deliver, and run an after-school sports club every day, ensuring sessions are engaging, safe, and inclusive.
- Support the organisation and supervision of pupils at local and regional competitions, tournaments, and festivals.
- Represent the school's ethos at sporting events, acting as a positive role model for pupils.
- Liaise with staff and external partners to coordinate fixtures and extracurricular activities.

### Other Specific Duties

- To ensure professional standards are adhered to at all times, acting as a positive role model for pupils both in lessons and during extracurricular activities.
- To continue personal development as agreed, including attending relevant PE, sports coaching, safeguarding, and first aid training.
- To assist with the carrying out of risk assessments for PE lessons, after-school clubs, sporting trips, and competitions, ensuring activities are safe and inclusive.
- To ensure that Health and Safety policies and procedures are followed at all times, particularly in relation to the use of sports equipment and physical activity.
- To actively engage in the performance review process and seek opportunities to improve practice.
- To provide short-term class cover if required, ensuring pupils remain engaged in purposeful learning with pre-planned materials.
- To undertake any other duty as specified by the Executive Headteacher or Senior Leaders not mentioned in the above.
- To be aware of and work in accordance with the school's safeguarding and child protection policies and procedures, and to raise any concerns immediately as directed.
- To be aware of the responsibilities of all staff to protect personal data under the GDPR, work in accordance with the school's data protection policy, and ensure any suspected data loss or theft is reported immediately.

## General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

---

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder

---

Person Specification – PE Co-Educator			
		Essential	Desirable
<b>Qualifications and documentation</b>	GCSE English and Maths (A* - C) or Equivalent (Level 2 Basic Skills Literacy/Numeracy)	X	
	Enhanced DBS and validated references	X	
	Eligibility to work in the UK	X	
	NVQ Level 3 in Learning Support of other equivalent qualification / experience		X
<b>Experience</b>	Experience of working with young children	X	
	Experience working in a school or community club environment	X	
	Experience of working with safeguarding regulation		X
<b>Knowledge</b>	Good knowledge of Microsoft Office	X	
	Enthusiasm for promoting health, fitness and wellbeing	X	X
	An understanding of the expectations of Ofsted Framework regarding effective teaching and learning		X
	Current developments within all phases of education		X
	Understanding of safeguarding requirements		X
	Basic knowledge of first aid		

<b>Skills / Competencies</b>	Ability to relate well to children and adults Ability to work independently Ability to work constructively as part of a team, follow instructions, understand roles and responsibilities Attention to detail. Ability to work to deadlines Ability to prioritise tasks Good numeracy/literacy/ICT skills Good communication skills Good organisational skills	X X X X X X X X X	
<b>Personal Qualities</b>	Characterised as:  Professional working attitude Shows initiative and demonstrates a 'can do' approach Sensitivity to the needs of others Flexible and adaptive approach to work Reliable and trustworthy Committed to safeguarding children Values and behaviours suitable for working with children and young people. Committed to equal opportunities Commitment to the overall success of the Academy Proactive, enthusiastic, optimistic and innovative. Reliable and resilient with a strong sense of gravitas. Emotionally intelligent and self-aware Calm under pressure and flexible in approach. A belief in the ability of children and young people to achieve and to overcome obstacles to their learning. Awareness of, and commitment to, equalities issues.	X X X X X X X X X X X X X	