



## Hugh Sexey Church of England Middle School

Blackford, Wedmore, Somerset BS284ND

### JOB DESCRIPTION

#### KS2 & KS3 Sports Coach & PE Teaching Assistant

<b>Purpose:</b>	<ul style="list-style-type: none"><li>• To provide high quality extra curricular provision for KS2/KS3 pupils</li><li>• Be responsible for delivering many of the sports clubs for KS2/KS3 during lunchtime and after school</li><li>• To ensure the appropriate basic equipment and resources are available and maintained in good condition.</li><li>• To support pupils learning in a safe working environment.</li><li>• To undertake clerical task such as logging results.</li><li>• To maintain and enrich wall displays</li><li>• To assist the year 8 sport leaders in the running of festivals.</li><li>• Act as a LSA in PE/Games lessons to work with target groups under the instruction of the class teacher</li></ul>
<b>Reporting to:</b>	PE Faculty lead
<b>Responsibilities and Duties:</b>	<ul style="list-style-type: none"><li>• Under the general management of the Heads of Department:</li><li>• Work with PE lead to ensure KS2/KS3 pupils have a variety of extra curricular activities</li><li>• Be responsible for running KS2/KS3 sports clubs independently</li><li>• Ensure there is a breadth to the sporting activities offered to KS2/KS3 during lunchtime and afterschool</li><li>• Be responsible for adhering to the correct safeguarding protocol</li><li>• Prepares resources for lessons</li><li>• Supports teachers in the delivery of PE by maintaining equipment and appropriate resources.</li><li>• Provides learning support to teachers.</li><li>• Assists in developing new practical activities</li><li>• Monitors resources through stock control, including storage of materials, monitoring deliveries and advising on stock levels.</li><li>• Maintains inventories of equipment and tools as appropriate.</li><li>• Maintains a safe and tidy working environment.</li><li>• Cleans departmental equipment and resources.</li><li>• Carries out simple visual safety checks.</li><li>• Carries out first level repair and maintenance of stock if qualified to do so.</li></ul>
<b>Liaising with:</b>	Head Teacher, Deputy Head Teacher, Assistant Head Teachers, Head of Faculty, Teaching and Support Staff, Pupils, Trust Staff, Parents, Governors, Trustees, and outside Agencies where appropriate
<b>Salary/Grade:</b>	Grade 15 Point 3

Hugh Sexey Church Of England Middle School, Blackford, Wedmore, Somerset BS28 4ND Tel: (01934) 712211

Email: [school@hughsexey.org.uk](mailto:school@hughsexey.org.uk) Web: [www.hughsexey.com](http://www.hughsexey.com)

Headteacher: Mr Paul Tatterton



<b>SUPPORTING PROCESSES</b>	<ul style="list-style-type: none"> <li>• Being aware of, and complying with, policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person</li> <li>• Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop</li> <li>• Contributing to the overall ethos/work/aims of the School and The Academy</li> <li>• Appreciating and supporting the role of other professionals</li> <li>• Participating in training and other learning activities and performance development, as required</li> <li>• Assisting with the supervision of pupils out of lesson times, including before and after school and at break and lunchtimes, as required</li> <li>• Being flexible to meet the department/pupil needs</li> <li>• Accompanying teaching staff and pupils on visits, trips and out of school activities, as required, and taking responsibility for a group under the supervision of the teacher and other staff</li> </ul>
<b>Additional Duties:</b>	<p><b>All Wessex Learning Trust staff are expected to</b></p> <ul style="list-style-type: none"> <li>• Ensure that the aims, priorities and policies of the school and Trust are adhered to</li> <li>• Act as a positive representative and advocate of the school and its pupils in all circumstances and at all times</li> <li>• Carry out any other duties as reasonably requested by the Headteacher</li> <li>• Be committed to safeguarding and promoting the welfare of children and young people and all staff working with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern the school agreed child protection procedures will be followed alongside implementation of the School disciplinary procedures</li> </ul>

**Notes:**

This job description may be amended at any time in consultation with the post holder.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.

**Head Teacher/Line Manager's signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Post holder's signature:**

\_\_\_\_\_

**Print name:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_



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Blackford, Wedmore, Somerset BS284ND

JOB TITLE	GRADE
KS2 & KS3 Sports Coach & PE Teaching Assistant	15 Point 3

**NOTE TO APPLICANTS**

Whilst all points on the specification are important, those marked 'E' are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited to interview.

**PERSON SPECIFICATION**

	Necessary requirements	Essential or Desirable?
<b>Qualifications &amp; Experience</b>	GCSE or O'Level – Grade C or above in Maths and English or an equivalent Level 2 qualification	<b>E</b>
	Understanding of safeguarding protocol with extracurricular activities	<b>E</b>
	Experience of coaching pupils in sports activities	<b>E</b>
	Experience of working with children under the age of 11	<b>D</b>
	Experience of working in Education	<b>E</b>
	Experience of exercising tolerance and building good relations with pupils	<b>E</b>
<b>Abilities, skills and knowledge</b>	Ability to plan, organise and prioritise	<b>E</b>
	Good inter-personal skills	<b>E</b>
	Ability to problem solve and use initiative	<b>E</b>
	Administrative skills	<b>D</b>
	Knowledge of GDPR requirements in relation to student information / data	<b>D</b>
	Knowledge of different sports/activities	<b>E</b>
	Ability to share your enthusiasm of sport with a younger audience	<b>E</b>
<b>Personal Qualities</b>	Commit to lunchtime and after school activities	<b>E</b>
	Ability to be flexible and work within a team	<b>E</b>
	Ability to use own initiative and work independently	<b>E</b>
	Demonstrates resilience, motivation and commitment to driving up standards of achievement	<b>D</b>
	Commitment to maintaining confidentiality at all times	<b>E</b>
	In possession of a good attendance record and punctual	<b>E</b>