



PE & Sports Teaching Assistant Job Description

Job details

Salary: Grade 14

Hours: Monday to Friday 8:45 – 4:00pm with some flexibility due to after-school events

Contract type: Fixed term until August 2026 in the first instance.

Reporting to: PE Co-ordinator and Deputy Headteacher

Main purpose

To assist in delivery of PE sessions under the direction/instruction of a teacher &/or sports coach. All elements of the role require inclusivity of specific individual learning needs, enabling access for all pupils. This post will focus upon the enhancement of promoting healthy life styles, developing the ability to self-risk assess, skill development in physical education and promoting participation of physical activity for all pupils.

- To lead after school sports clubs
- To arrange and attend fixtures
- To maintain and replenish equipment
- To support with English and maths in mainstream classes in the morning when PE is not taking place

Duties and responsibilities

Support for the pupil

- Establish good working relationships with pupils, acting as a role model and setting high expectations.
- Provide consistent support to all pupils, responding appropriately to individual pupil needs.
- Promote inclusion and acceptance of all pupils, supporting difference and equity
- Encourage pupils to interact with others and engage in activities.
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure.
- Provide feedback to pupils in relation to progress and achievement.
- Promote positive values attitudes and good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Support pupils in class with their English and Maths as well as the wider PE curriculum.

Leading play at lunchtimes

- Promote all children to participate in a variety of play
- On occasion, be responsible for a class during their lunchtime
- Teach children how to self-assess and develop lifelong risk assessment skills.

Support for the PE Co-ordinator

- Organise and attend sporting fixtures including preparing information for parents in a timely manner and ensuring parental permission is obtained where required
- Provide clerical/administration support (e.g. photocopying, typing filing, collecting money etc where and if applicable)
- Contribute to planning, evaluating and adjusting lessons/work plans as appropriate
- Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested
- Liaise sensitively and effectively with parents/carers.

Support for the curriculum

- Support the delivery of agreed learning activities, adjusting according to pupil learning styles and individual needs
- Determine the need for, prepare and maintain general and specialist equipment and resources.

Support for the school

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Contribute to the school ethos, aims and development/improvement plan.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings as appropriate.
- Participate in training and other learning activities as required.
- Establish own best practice and use to support others.
- Assist with the planning and delivery of opportunities for pupils to learn in out of school contexts and extra-curricular activities, according to school policies and procedures and within working hours.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

Person specification

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none">• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths is desirable• Qualifications in PE or sport• First-aid training, or willingness to complete it
Skills and knowledge	<ul style="list-style-type: none">• Good literacy and numeracy skills• Excellent verbal and written communication skills• Good organisational skills• Ability to build effective working relationships with pupils and adults• Skills and expertise in understanding the needs of all pupils• Knowledge of how to help adapt and deliver support to meet individual needs• Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils• Active listening skills• Knowledge of guidance and requirements around safeguarding children• Good ICT skills• Understanding of roles and responsibilities within the classroom and whole school context
Personal qualities	<ul style="list-style-type: none">• Enjoyment of working with children• Sensitivity and understanding, to help build good relationships with pupils• A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school• Commitment to maintaining confidentiality at all times• Commitment to safeguarding pupil's wellbeing and equality• Resilient, positive, forward looking and enthusiastic about making a difference• Capacity to inspire, motivate and challenge children and young people

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Last review date: Autumn 2024

Next review date: Autumn 2026

Headteacher's signature: _____

Date: _____

Postholder's signature: _____

Date: _____