



Coventry City Council

## Job Description

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|-------------------|---------------------------------------------|---------------------|------------|
| <b>Job Title:</b> | Apprentice PE and Sports Teaching Assistant | <b>Job Number:</b>  |            |
| <b>Service:</b>   | Education                                   | <b>Post Number:</b> |            |
| <b>Service:</b>   | Stivichall Primary School                   | <b>Grade:</b>       | Apprentice |

If you love sport, enjoy working with children and want to play a part in their sports education and wellbeing, then why not consider becoming a PE Teaching Assistant. This is a fantastic opportunity for either students who want to follow a career in sports coaching or primary teaching.

### Job Purpose:

As a PE and School Sports Teaching Assistant Apprentice, you will:

- support and assist the PE Lead Teacher in the organisation, resourcing, development and delivery of PE lessons, sports fixtures and matches;
- deliver safe and engaging lunchtime, breakfast and after school activities;
- work under the guidance of staff to include all pupils in PE and school sport and to promote a healthy and active lifestyle.

### *Duties and Responsibilities*

Under the direction and control of the PE lead, classroom teachers or designated supervisor:

1. Supervise and support the teaching activities of individuals or groups of children to ensure their safety and facilitate in their physical and emotional development.
2. Organise and run extra-curricular sports clubs with the support of the PE lead.
3. Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including those pupils with special educational, physical or emotional needs.
4. Monitor individual pupil's progress, achievements, problems and condition, reporting to the responsible teacher as appropriate.

### *Job Responsibilities and Tasks May Include Some of the Following:*

1. Help raise the profile of PE and Sport within Stivichall Primary School.
2. Assist teachers with learning activities in lessons, including PE and other subjects, including preparing or modifying work for an individual or group of pupils as directed.
3. Have an understanding of and a commitment to working within the school's policies and the National Curriculum for PE.

4. Demonstrate an understanding of the coach's role and responsibilities in promoting and supporting positive behaviour within lessons and throughout the school.
5. Undertake supervision and discipline of pupils and provide support within the procedures of the school, reporting any difficulties as appropriate.
6. Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self-esteem through praise and encouragement.
7. Be able to demonstrate good organisational skills in assisting with keeping children's records and evaluating children's progress and achievements.
8. Prepare and maintain equipment and teaching resources for lessons and activities when required and help to keep the PE equipment stores tidy.
9. Ensure that pupils are able to safely use equipment and materials provided.
10. Attend and participate in relevant meetings as required.
11. Prepare and/or clear teaching area as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupils' work.
12. Provide support to the classroom teacher by undertaking photocopying, filing and recording.
13. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include:
  - Assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;
  - The changing of soiled clothing and its disposal in an appropriate way;
  - Offer comfort to a sick child and, where appropriately qualified, administer first aid.
14. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
15. Support and contribute to the overall ethos/work/aims of the school.
16. Assist teachers and the PE lead with group activities within and away from the school, such as PE fixtures/competitions, swimming sessions and educational visits.
17. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
18. Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contribute to meetings to discuss a specific child's progress as appropriate
19. Attend professional development activities as required.
20. To support Year 6 PE Leaders in ensuring they complete their role within school.
21. Any other duties and responsibilities within the range of the salary grade.

*All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.*

*Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.*

*Duties include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998).*

*Note: there is no requirement for an Apprentice Sports Coach to attend for work outside the contractual hours of work for the post. Any attendance of an Apprentice Sports Coach at an activity which is outside the contractual hours of working will be subject to prior mutual agreement between the Apprentice Sports Coach and Head Teacher (or Teacher acting on Head's behalf). This will include the basis upon which attendance will be undertaken, i.e. time off in lieu or paid time at the appropriate rate.*

*If an individual attends an out of school activity in a purely voluntary capacity such an arrangement will be dealt with as an entirely separate matter to this employment.*

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The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** N/A

**Responsible to:** PE Lead and Assistant Headteacher

**Date Reviewed:** May 2022

**Updated:** May 2022



Coventry City Council

## Person Specification

|                   |                           |                     |            |
|-------------------|---------------------------|---------------------|------------|
| <b>Job Title:</b> | Apprentice Sports Coach   | <b>Job Number:</b>  |            |
| <b>Service:</b>   | Education                 | <b>Post Number:</b> |            |
| <b>Service:</b>   | Stivichall Primary School | <b>Grade:</b>       | Apprentice |

| Area | Description |
|------|-------------|
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| <b>Ability to Knowledge:</b> | <ul style="list-style-type: none"><li>Ability to acquire knowledge, understanding of Early Years Child Care Policies, Procedures and Legislation including the Code of Practice of SEN.</li></ul> |
|                              | <ul style="list-style-type: none"><li>Ability to acquire knowledge of the Health and Safety requirements for the Primary School in particular those related to Physical Education.</li></ul>      |
|                              | <ul style="list-style-type: none"><li>Capable of working with children with a variety of abilities and backgrounds, or of a relevant age.</li></ul>                                               |
|                              | <ul style="list-style-type: none"><li>Ability to work effectively and with support from the teacher to deliver sport related learning activities to small groups and whole classes</li></ul>      |

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| <b>Skills and Abilities:</b> | <ul style="list-style-type: none"><li>To be able to work constructively as part of a team and be able to relate well to children and adults.</li></ul>                                                      |
|                              | <ul style="list-style-type: none"><li>Reliable, committed and self-motivated with a flexible approach to the working week</li></ul>                                                                         |
|                              | <ul style="list-style-type: none"><li>Ability to work effectively and with support from the teacher to deliver sport related learning activities to small groups and whole classes</li></ul>                |
|                              | <ul style="list-style-type: none"><li>To be able to use information technology (e.g. iPads and other equipment) to support teaching and learning</li></ul>                                                  |
|                              | <ul style="list-style-type: none"><li>A basic understanding of principles of child development and learning processes and a willingness to contribute to the support and development of children.</li></ul> |
|                              | <ul style="list-style-type: none"><li>Ability to self-evaluate learning needs.</li></ul>                                                                                                                    |
|                              | <ul style="list-style-type: none"><li>Good oral skills to be able to communicate at all levels.</li></ul>                                                                                                   |

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| <b>Other:</b> | <ul style="list-style-type: none"><li>Good organisational and time management skills with an ability to plan and organise.</li></ul>                       |
|               | <ul style="list-style-type: none"><li>Enthusiastic about promoting sport and healthy lifestyle choices to others</li></ul>                                 |
|               | <ul style="list-style-type: none"><li>Be committed to attend relevant training courses to enhance good practice and to impact on pupil progress.</li></ul> |
|               | <ul style="list-style-type: none"><li>High standards of personal conduct in and outside school and to be a good role model</li></ul>                       |



Coventry City Council

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| <b>Educational:</b>          | <ul style="list-style-type: none"> <li>To be able to achieve the Level 3 Teaching Assistant Apprenticeship Standard.</li> </ul>                                                                                                                                                                                                                                                                                                                                       |
|                              | <ul style="list-style-type: none"> <li>To be able to achieve the Level 3 Certificate in Supporting the Delivery of Physical Education and School Sport.</li> </ul>                                                                                                                                                                                                                                                                                                    |
|                              | <ul style="list-style-type: none"> <li>Maths and English GCSE 4/C or above (Or equivalent) or ability to complete Maths and English Functional Skills level 2 as part of the apprenticeship.</li> </ul>                                                                                                                                                                                                                                                               |
|                              | <ul style="list-style-type: none"> <li>Previous experience of sports/coaching is desirable, but not essential</li> </ul>                                                                                                                                                                                                                                                                                                                                              |
| <b>Special Requirements:</b> | <ul style="list-style-type: none"> <li>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li> </ul> <p><b><i>N.B For posts subject to Protection of Children or Adults requiring assistance due to age, illness or disability please delete as Appropriate</i></b></p> |

**Date Reviewed:** May 2022