

If you love sport, enjoy working with children and want to have a positive impact on their education and wellbeing, then why not consider becoming our new Apprentice Teaching Assistant with PE focus. This is a fantastic opportunity for an individual who is looking to pursue a career in either sports coaching or primary teaching

### **Job Purpose**

As a Teaching Assistant with PE focus 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 and after school activities
- work under the guidance of class teachers to include all pupils in PE lessons and other lessons across the curriculum.

### **Duties and responsibilities**

Under the direction of the PE lead and classroom teachers:

- During lessons, supervise and support the teaching activities of individuals or groups of children to ensure their safety and facilitate in their physical and emotional development.
- Organise and run extra-curricular sports clubs with the support of the PE lead.
- Undertake 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.

### **Job responsibilities and tasks may include some of the following:**

- Help raise the profile of PE and Sport within Spon Gate Primary School.
- Assist teachers with learning activities in lessons, including PE and other subjects throughout the curriculum.
- Have an understanding of and a commitment to working within the school's policies and the National Curriculum for PE.
- Demonstrate an understanding of the coach's role and responsibilities in promoting and supporting positive behaviour within lessons and throughout the school.
- Undertake supervision and discipline of pupils and provide support within the procedures of the school, reporting any difficulties as appropriate.
- Ensure equipment and teaching resources for lessons and activities are maintained and when required help to keep the PE equipment cupboard tidy.
- Provide support to the classroom teacher by undertaking photocopying, filing and recording.
- Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include: Offering comfort to a sick child and, where appropriately qualified, administer first aid.
- 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.
- Support and contribute to the overall ethos/work/aims of the school

- 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.
- To support Year 6 PE Leaders in ensuring they complete their role within school.
- Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists
- Attend professional development activities as required
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's Health & 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:** Assistant Head Teacher / PE Lead

## **Personal Specification**

Area	Description
Knowledge:	<ul style="list-style-type: none"><li>• An interest working within a Primary School</li><li>• Capable of working with children with a variety of abilities and backgrounds and across all age ranges</li><li>• Basic knowledge of equal opportunities in the workplace</li></ul>
Skills and Abilities:	<ul style="list-style-type: none"><li>• Excellent written and verbal communication and interpersonal skills</li><li>• To be able to work constructively as part of a team and to be able to relate well to children and adults</li><li>• To be able to use basic IT technology</li><li>• Promote positive values, attitudes and behaviour</li><li>• Motivated and committed to support children</li><li>• Ability to self-evaluate learning needs</li><li>• Ability to maintain and understand the importance of confidentiality</li><li>• Have a flexible approach and willingness to offer help</li><li>• To be proactive, innovative, enthusiastic and self-confident</li><li>• Willingness to undertake ongoing staff development and training as appropriate to improve own practice</li><li>• Excellent organisation and time management</li><li>• Able to develop and use strategies to improve young people's self-esteem and confidence through a coordinated sports programme</li><li>• Able to motivate and engage children in their learning</li><li>• To be a positive role model.</li></ul>
Experience: •	<ul style="list-style-type: none"><li>• No previous experience required</li></ul>
Education:	<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><li>• To be able to achieve the Level 3 Teaching Assistant Apprenticeship Standard.</li></ul>
Special Requirements:	<ul style="list-style-type: none"><li>• Must not have already completed the Teaching Assistant Level 3 Apprenticeship or Advanced Apprenticeship in Supporting and Learning in Schools</li></ul>

**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)**