



Job Description

Job Title:	PE and School Sports Apprentice
Reports To:	Director of PE & Sport
Main purpose of the post: Work alongside teachers and coaches to support and lead PE lessons, lunch and playtime activities, fixtures, competitions, clubs and events to raise the profile of PE and school sport within our academies.	
Employment Duties: <ul style="list-style-type: none"> ● Deliver enrichment clubs and activities at breakfast, lunch and after school. ● Support the teaching of PE and sport lessons in school. ● Support ordinary classroom activities. ● Support your academy in preparing for and attending school sport competitions. ● Produce risk assessments for your academy in preparation for them attending sports events. ● Support house competitions, sports days and other events where possible. ● Help to identify and support talented individuals. ● Support Academy Trust wide events and initiatives. ● Be a champion for LEO Sport and Sport & Wellbeing in general - promote and market sporting opportunities to schools and parents / students through traditional and social media channels. ● Help ensure the sporting achievements of the academy and its students are well publicised. ● Assist with the running of before and/or after school clubs. ● Pastoral support for small groups or individuals. ● Gifted and talented and low self-esteem mentoring. ● 1-1 support for pupils with SEN or disabilities. ● Organising and running inter and intra sports events. 	
General Information:	
Equality of Opportunity	<ul style="list-style-type: none"> ● As a member of Trust staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.

	<ul style="list-style-type: none"> ● Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
Confidentiality and Data Protection	<ul style="list-style-type: none"> ● To treat all information acquired through employment, both formally and informally, in strict confidence. ● To be aware of the school's responsibilities under the Data Protection Act 2017 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> ● Any other duties as reasonably required by any manager of the school. ● Participating in the ongoing development, implementation and monitoring of the school development plan. ● Attend regular meetings as required and make a positive contribution during meetings.
Safeguarding	<ul style="list-style-type: none"> ● Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.

Person Specification

Qualifications and Professional Development

- Sporting background.
- Holder of relevant NGB coaching qualification or personal experience in delivering sport / activities to groups of primary aged pupils in school, clubs or similar.
- Enthusiastic and energetic approach, with a can-do attitude.
- Flexible approach to duties undertaken.
- Hard working with a passion to excel.
- Ability to develop and maintain a warm, respectful and valued rapport with young people, staff and local partners.
- Safeguarding and first aid training in sport, or willingness to undertake training.
- Experience in coaching in schools, clubs or similar.
- Full clean driving licence (desirable).
- Ideally A*-C/levels 9-5 in GCSE (or equivalent) for English and Maths.
- Willing and able to complete all learning and assessment requirements of the relevant framework.
- Committed to quality and continuous improvement.
- Excellent communication skills.
- Work constructively as part of a team.
- Ability to be proactive, use initiative and take personal responsibility for all work.

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