

# Job Description and Person Specification

## Lesson Leader / PE Technician

### JOB DESCRIPTION

<b>JOB TITLE</b>	Lesson Leader / PE Technician
<b>EMPLOYER</b>	University of Brighton Academies Trust
<b>LOCATION (Academy)</b>	The St Leonards Academy
<b>RESPONSIBLE TO</b>	Cover Manager
<b>MAIN PURPOSE OF THE JOB</b>	To provide class supervision when a teacher is absent. This involves maintaining good learning atmosphere and assisting /supporting students where necessary. To support the delivery of PE at the St Leonards Academy
<b>MAIN TASKS / KEY RESPONSIBILITIES</b>	
<b>1</b>	<p>To provide classroom cover, which will involve:</p> <ul style="list-style-type: none"> <li>• communicating the work set by the class teacher to the students.</li> <li>• overseeing the use of books and equipment necessary for the lesson.</li> <li>• maintaining good order in the classroom.</li> <li>• assisting students where necessary, and seeking appropriate assistance or advice.</li> <li>• overseeing the collecting of books and equipment at the end of the lesson and ensuring they are returned to the appropriate place.</li> <li>• ensuring the students tidy up and leave the classroom in good order.</li> <li>• returning work, etc, to the class teacher including the point reached by the students.</li> <li>• reporting any problems, difficulties, successes, etc, to the class teacher via the cover lesson work sheet.</li> <li>• ensuring all aspects and requirements of safeguarding and keeping young people safe in education are adhered to at all times</li> <li>• observing Health &amp; Safety regulations</li> </ul>
	<p>To support Physical Education at The St Leonards Academy</p> <ul style="list-style-type: none"> <li>• To support PE staff teaching and student progress through lessons</li> <li>• To support with lesson preparation</li> <li>• To cover PE lessons / activities when required in the department</li> <li>• To assist if needed with extracurricular activities</li> <li>• To run lunchtime PE activities if required</li> </ul>

<b>2</b>	To carry out exam invigilation when required, maintaining the rules set out by external examination boards and in-house regulators.
<b>3</b>	To accompany staff on school educational visits and work under the direction of the trip organiser.
<b>4</b>	To work with students in small groups, as directed, when not covering a lesson
<b>5</b>	To be part of the Tutor team. This may involve the occasional attendance at Parents Evening
<b>6</b>	To carry out duties before school, after school and during lunch / break times, as required.
<b>7</b>	To assist in administrative duties and carry out work on academy display boards, as required.
<b>8</b>	To undertake other reasonable duties as directed by the Staffing Manager

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

**Date: June 25**

#### **Additional Information**

- This post is subject to an Enhanced Criminal Record Check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

**University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.**

## PERSON SPECIFICATION

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Good level of educated, with a minimum of GCSE level Maths and English at Grades A* - C (or equivalent)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Working within a school or other experience of working with young people.</li></ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Resilient</li><li>• Good role model for students</li><li>• Good communication skills</li><li>• Excellent organisation skills</li><li>• Ability to work under pressure, dealing with conflicting demands and interruptions</li><li>• Ability to solve problems on a day to day basis</li><li>• Ability to work as part of a team and work unsupervised.</li><li>• Flexible</li><li>• IT skills including MS Office (Word, Excel, Outlook, Powerpoint)</li></ul>