**JOB DESCRIPTION**

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| **JOB TITLE** | HIGHER LEVEL SPORTS AND PHYSICAL EDUCATIONTEACHING ASSISTANT (HLTA) |
| **EMPLOYER** | University of Brighton Academies Trust |
| **LOCATION (Academy)** | Robsack Wood Primary Academy |
| **RESPONSIBLE TO** | The Executive Principal |
| **RESPONSIBLE FOR** | To plan and coach effectively during the full extended school day to ensure all pupils engage in high quality physical activity.  |
| **MAIN PURPOSE OF THE JOB** | To plan, deliver and monitor a coordinated programme of high quality, professional coaching and PE provision that is progressive and reflective of the needs of children, and supports the aim of increasing participation in PE and school sport by all children at the academy. |
| **MAIN TASKS / KEY RESPONSIBILITIES** |
| **1** | To prepare and implement well-structured and progressive sports coaching programmes ensuring a high quality, enjoyable coaching experience centered on the needs of pupils. The coaching programme will link the academy and the wider community, and will aim to provide increased opportunities for pupils to participate in sport and physical activity |
| **2** | To lead engaging PE lessons based on the National Curriculum and Robsack Wood Policies including PE Pro. |
| **3** | To be responsible for running a variety of sports-based clubs across the week.  |
| **4** | To provide Continuous Professional Development (CPD) to all staff through the modelling of high-quality PE provision. |
| **5** | To provide sports nurture and mentoring sessions on a one to one and small group basis to improve engagement and school enjoyment for the most vulnerable pupils. |
| **6** | To work as a mentor and positive role model for PE and competitive sports, actively encouraging a healthy and active lifestyle, whilst seeking out those pupils most in need of, and whom would benefit most from an intervention and coaching.  |
| **7** | To create a positive and fun atmosphere in which to motivate and encourage pupils to participate in sport and physical activity.  |
| **8** | To take positive steps to identify and overcome barriers to participation amongst pupils, prioritising access and inclusion. |  |
| **9** | Encourage pupils to interact with others to promote high levels of physical activities. Encourage pupils to act independently, as appropriate. |
| **10** | Provide supervision to pupils during out of school hours when taking part in clubs, competitions and events. |
| **11** | To work closely with the Qualified Teacher PE subject lead to support with the coordination and delivery of a rich, broad and balanced PE curriculum. |
| **12** | To ensure that equipment used in school and in after school clubs is safe, and standards of hygiene and cleanliness are high, safety procedures are implemented all times and fire drills/evacuation procedures are carried out effectively. |
| **13** | Complete and review risk assessments for equipment and its use, ensuring any defaults or concerns are reported promptly to the facilities team. |
| **14** | To carry out day to day administration, record keeping, ordering and purchasing of materials and equipment. |
| **15** | To liaise with parents/carers, informing them about clubs, events, competitions and PE/sports related activities, exchanging information about pupil’s progress and encouraging parent/carer involvement. |
| **16** | To liaise with the academy’s extended schools’ coordinator when organising clubs to ensure that activities support the academy’s strategic plan.  |
| **17** | To take teams to a range of competitions, ensuring they are well practiced. |
| **18** | To liaise with external sporting advisors, if appropriate.  |
| **19** | To attend appropriate professional development courses as identified through post-holders training needs analysis. |
| **20** | To manage, clean and organise sports equipment. |
| **21** | Attend to the pupils’ personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters including First Aid procedures, following appropriate training |
| **22** | To support with all legal and statutory requirements and support to provide progress reports as required. |
| **23** | To agree to abide by the academy’s Staff Code of Conduct, including professional behaviour, relationships and appearance. |
| **24** | To work within agree policies and practices, including Behaviour for Learning, Child Protection, Equal Opportunities and Health and Safety. |
| **25** | To carry out the above duties in accordance with the University of Brighton Academies Trust’s Services Equal Opportunities Policy. Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively. |
| 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: September 2005**  |
| **Additional Information** |
| * This post is subject to an Enhanced Criminal Record Check
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| * 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.
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| **The 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**

**ESSENTIAL CRITERIA**

**EDUCATION AND QUALIFICATIONS**

Relevant qualifications for this role include:

* Degree or a Diploma of Higher Education in Sports Science, Sports Coaching or Physical Education
* Sports and Exercise Science with Teaching and Coaching
* BTEC National Award in Sports NVQ Level 3 or above in Sports Coaching

**KNOWLEDGE AND EXPERIENCE**

* + An understanding of good quality childcare
	+ A knowledge and understanding of Health and Safety regulations within an academy environment
	+ Good understanding of the characteristics and qualities of high quality PE lessons
	+ Good understanding of the progression of skills
	+ Good knowledge of a variety of sports
	+ Good understanding of how to differentiate in a coaching session
	+ An understanding of, and commitment to Quality Assurance.
	+ Knowledge of academy policies on Child Protection, Behaviour for Learning and Equal Opportunities.
	+ Experience of working with 4 to 11 year olds.

**KEY SKILLS AND ABILITIES**

* The ability to effectively deliver high quality PE lessons to pupils of all ages and abilities including those with physical disabilities.
* The ability to inspire confidence and motivate pupils
* The ability to deal with pupils and their queries and concerns with tact and sensitivity.
* The ability to encourage pupils with the appropriate use of praise and put them at ease
* The ability to work as part of a team.
* The ability to work under pressure.
* Good written and verbal communication skills.
* Good ICT skills
* Experience of teaching pupils in groups of mixed ability and age
* Experience of teaching pupil’s with a range of additional needs, e.g. physical, SEN
* Experience of teaching all year groups across the primary age range
* Experience of running clubs outside of school hours
* Experience of successfully coaching sports teams
* Evidence of achieving results and making a difference to pupils.

**PERSONAL ATTRIBUTES**

* Enthusiastic and positive attitude towards PE and sports
* Approachable, yet firm.
* Pleasant, friendly and outgoing manner
* Persevering and patient
* Reliable and committed.
* Demonstrates trust, openness and respect in dealings with people.
* Flexible approach to tasks and workload
* To be committed to supporting disadvantaged learners to develop the resilience they need to access the wide curriculum.
* Professional and enthusiastic.
* High level of personal and professional resilience.

**DESIRABLE CRITERIA**

* Knowledge of a commitment to creative learning and teaching through the use of the outdoor classroom
* Demonstrate a commitment to sustained professional development
* Be analytical about your work
* Support the wider academy community activities and events
* Willingness to lead and develop extra-curricular activities and wider community events
* Evidence of continuous INSET and commitment to further professional development
* Other professional or vocational qualifications
* Hold a recognized first aid qualification