



STAINDROP
ACADEMY



PE Apprentice

Start Date: June 2024

Your child is our child

Welcome from the Headteacher

Our ethos is built upon a tradition of excellence for the wellbeing, achievements, aspirations and success of our young people. Every child matters at Staindrop and we want them to be happy, valued and successful to fulfil their potential and develop the skills and attributes to succeed in their next steps.

We are keen for our pupils to develop as confident, responsible and considerate individuals who excel and make a lasting contribution within and beyond their school life. We are extremely proud of their outstanding achievements in all walks of life. Our pupils are the finest ambassadors, demonstrating what can be achieved through hard work and a positive attitude. The day-to-day atmosphere of Staindrop is warm, friendly and orderly and visitors always comment on the calm and purposeful atmosphere that pervades every aspect of school life.

Our partnerships with parents and carers are very important to us and we will work closely with you throughout your child's time with us to nurture their aspirations, their learning and their achievement.

Mrs S. Mitchinson
Headteacher

The PE Department

At Staindrop Academy we are proud of our thriving, productive and motivational Physical Education Department. We offer students the opportunity to become physically active learners and enhance their competency across a broad range of sports in our varied curriculum.

As a department our zeal for Physical Education is enthused into our students learning experience of sport, to instil a passion for lifelong participation. We aim to create an environment that is enjoyable, productive and that actively engages students to improve their physical and mental skills.

The Person

- Has high expectations for all pupils.
- Possesses excellent listening and communication skills.
- Displays a high level of organisational skills, both verbal and written.
- Displays a high level of organisational and time management proficiency.
- Cultivates a positive and inclusive learning environment, encouraging intellectual curiosity and critical thinking.
- Exemplifies the values and ethos of the school as a positive role model.
- Collaborates as a team player, demonstrating flexibility and commitment to contributing actively to a full program of extra-activities.
- Exhibits excellent people management skills.

Job Description

| | |
|-----------------------|--|
| JOB TITLE | PE Apprentice |
| CONTRACT TYPE | Temporary (End date will coincide with the completion date of apprenticeships), Term Time Only |
| ACCOUNTABLE TO | Subject Leader / Senior Leadership Team |
| GRADE | Apprentice Wage |
| REQUIRED | June 2024 |

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the school ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow school policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming school culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

RESPONSIBILITIES FOR ALL SUPPORT STAFF EMPLOYEES

Support Staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.
- Model the values, ethos and vision of the Trust.
- Contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Be aware of, and support, difference and ensure that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

SPECIAL CONDITIONS OF THIS POST

Specific Conditions of this post are:

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before any appointment can be confirmed.

RESPONSIBILITIES OF THIS POST HOLDER

RESPONSIBILITIES FOR THIS POST

PE Apprentice will:

- Work under the guidance of the class teacher in the planning and implementation of physical activity work programmes.
- Support the planning, delivery and evaluation of Sports, PE, and Physical Activity to classes.
- Develop new sessions with existing schoolteachers.
- Support the development of extra-curricular activities such as lunch and after school clubs.
- Provide additional support to students who need it.
- Work closely and support the teacher with administrative tasks related to organisation of sporting events.
- Assist with the general pastoral care of students, including helping students who are unwell, distressed or unsettled.
- Escort and supervise students on educational and out of school activities.
- Acting as a teaching assistant for other classes.
- Prepare and present displays.
- Have an interest in a range of sports.

The above list of duties and responsibilities are not an exhaustive definition of all tasks associated with the post.

Person Specification

| Criteria | | Essential | Desirable |
|---|--|-----------|-----------|
| Application | Application form and processes via apprenticeship provider. | * | |
| | Fully supported in references. | * | |
| Qualifications and Professional Development | 5 GCSE (A*-C) including Math's and English or equivalent. | * | |
| | To work towards NVQ Level 2 or 3 in specified subject. | * | |
| | Commitment to further enhance knowledge & skills. | * | |
| Experience and Knowledge | Advanced knowledge & skills in the use of MS Word & Excel. | | * |
| | Knowledge of financial software. | | * |
| Qualities & Values | Excellent ICT skills and data input e.g. Word, Excel. | * | |
| | Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. | * | |
| | Excellent organisational skills. | * | |
| Personal Attributes | Able to follow direction and work in collaboration. | * | |
| | Able to work as team member to achieve common goals. | * | |
| | Able to work flexibly to support others and respond to unplanned situations. | * | |
| | Enthusiasm and self-confidence. | * | |
| | Able to follow direction and work in collaboration with line management and SLT. | * | |

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.

Application Guidance

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am, Monday 13th May 2024 addressed to:**

**Mrs S. Mitchinson
Staindrop Academy
Cleatlam Lane
Staindrop
Darlington
DL2 3JU**

or by e-mail to the School Reception, reception@staindropschool.com

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

REFERENCES

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

