



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

PE ASSISTANT AND LIFEGUARD

JOB DESCRIPTION

JOB PURPOSE

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY

1. Provide specialist support to the PE department, including preparation and maintenance of resources, administrative, technical and curriculum support to staff and students.
2. Act as the Lifeguard to the school.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Support for Students

- 1.1 Use specialist skills/knowledge/experience to support students.
- 1.2 Establish productive working relationships with students by acting as a role model and setting high expectations.
- 1.3 Demonstrate and assist students in the setting up and using resources and equipment.
- 1.4 Demonstrate techniques and skills as required.
- 1.5 Prepare materials and equipment for students' use in practical activities and exams as directed by the teacher.
- 1.6 Provide health and safety advice as required.
- 1.7 Support students in the use of PE equipment.

2. Support for the Teacher

- 2.1 Prepare equipment/materials as required by teaching staff.
- 2.2 Assist teaching staff with practical work.
- 2.3 Liaise with teaching staff on the availability of resources /materials/equipment for practical activities including examinations.
- 2.4 Ensure the maintenance of stock levels, making out initial orders and checking deliveries, liaising with suppliers as appropriate.
- 2.5 Ensure the secure storage of stock.
- 2.6 Maintain an inventory of equipment.

- 2.7 Organise and oversee a booking system for equipment.
- 2.8 Provide advice /guidance as appropriate on the correct use and set up of equipment within your areas of work and on safe working practices for activities taught.
- 2.9 Ensure resources are available for use.
- 2.10 Liaise with external agencies in the provision of loaned resources such as equipment and visual resources.
- 2.11 Photocopy/laminate resources to support teaching and learning.

3. Support for the Curriculum

- 3.1 Provide lifeguard services.
- 3.2 Support in the risk assessment for practical activities.
- 3.3 Organise and manage appropriate learning environments and resources.
- 3.4 Support the delivery of learning activities to students within agreed system of supervision.
- 3.5 Support the effective use of ICT in learning activities.
- 3.6 Advise on appropriate deployment and use of specialist aids/resources/equipment.
- 3.7 Ensure that work areas are maintained in a clean and safe condition appropriate to health and safety standards.
- 3.8 Prepare and maintain technical lists to support the PE schemes of work.
- 3.9 Assist in the supervision of lesson changeovers and supervising the changing rooms.

4. Support for the School

- 4.1 Attend and participate in curriculum team meetings as required.
- 4.2 Support out-of-hours events such as Primary swimming lessons, Sports fixtures, Open Days, school trips.
- 4.3 Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 4.4 Be aware of and support differences and ensure equal opportunities for all.
- 4.5 Contribute to the overall ethos/work/aims of the school.
- 4.6 Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- 4.7 Participate in training and other learning activities as required.
- 4.8 Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- 4.9 Model the values and vision of the Trust in accordance with the aims of the school, the School Improvement Plan and the policies determined by the Trust, Local Accountability Board and Principal.
- 4.10 Promote and ensure health and safety.
- 4.11 Attend and participate in regular meetings.
- 4.12 Undertake personal development through training and other learning activities including

performance management and good behaviour of students at all times.

- 4.13 Promote excellence, equality and high expectations amongst staff, students, families and community partners.
- 4.14 Work within the agreed policies and procedures of the Trust, School and Local Accountability Board.

5. Other Responsibilities

- 5.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 5.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 5.3 Contribute to the wider life of the Trust and the Star community.
- 5.4 Carry out any such duties as may be reasonably required by the Trust.

6. Records Management

- 6.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.



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PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
QUALIFICATIONS				
1.	National Pool Lifeguard Qualification (NPLQ) or equivalent qualification or willingness to undertake the NPLQ immediately upon appointment. <i>Please note NPLQ must be passed during the probation period in order for the role to be confirmed beyond this point.</i>	E	✓	
2.	5 GCSEs including English and Maths at grade 9-4/A*- C.	E	✓	
3.	First Aid or willingness to undertake immediately on appointment.	E	✓	
4.	Commitment to own personal and professional development.	E	✓	✓
EXPERIENCE				
5.	Lifeguarding experience.	D	✓	✓
6.	Experience of supervising or working with children.	D	✓	✓
7.	Experience of working in a team situation.	D	✓	✓
8.	Experience of working in a school or relevant experience.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
9.	Able to swim to a high standard to meet the requirements of the NPQL including: <ul style="list-style-type: none"> Swim 50 metres in less than 60 seconds. Swim 100 metres continuously on front and back. Tread water for 30 seconds. Jump/dive into deep water. Surface dive to the floor of the pool. Climb out of pool unaided without ladder/steps.	E	✓	✓
10.	Good literacy / numeracy skills.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
11.	Ability to use relevant technology/equipment/resources.	E	✓	✓
12.	Ability to use ICT effectively.	E	✓	✓
13.	Good keyboard / computer skills.	E	✓	✓
14.	An understanding of the needs of a multicultural society.	E	✓	✓
15.	Understanding of relevant policies/codes of practice and awareness of relevant legislation.	D	✓	✓
16.	Effective use of ICT packages.	D	✓	✓
PERSONAL QUALITIES				
17.	Ability to relate well to students and adults.	E	✓	✓
18.	Ability to work constructively as part of a team.	E	✓	✓
19.	Ability to remain calm under pressure.	E	✓	✓
20.	Demonstrate good co-operative, interpersonal and listening skills.	E	✓	✓
21.	Demonstrate a commitment to working with children of the relevant age.	E	✓	✓
22.	Flexibility and willingness to accept change.	E	✓	✓
23.	Willingness to share expertise, knowledge and experience.	E	✓	✓
24.	Approachable, courteous and able to present a positive image of the school to callers and visitors.	E	✓	✓
25.	Maintain confidentiality in matters relating to the school, its students, parents and carers.	E	✓	✓
26.	Ability to prioritise conflicting demands and pressures.	E	✓	✓
27.	Ability to identify own training and development needs.	D	✓	✓
28.	Ability to cope with requirements of the post, which may include working with students who have emotional and behavioural difficulties or physical difficulties.	E	✓	✓
29.	For posts working with students who have physical difficulties, it may be an unavoidable core component of the job for the postholder to be capable of lifting and carrying students within school policies and procedures.	E	✓	✓
30.	Will not require holiday leave during term time.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
31.	Ability to deal with a large multi-level building (which has lifts).	E	✓	✓
32.	Ability to perform all duties and tasks with reasonable adjustment where appropriate in accordance with the Equality Act 2010.	E	✓	✓
33.	No contra-indications in personal background or criminal record indicating unsuitability to work with children/ young people. (Enhanced DBS required).	E	✓	✓
34.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
35.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
36.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
37.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
38.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
39.	Commitment to support the Trust's agenda for safeguarding and equality and diversity.	E	✓	✓
40.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓