



St Laurence School Job Description

Title of Post: PE/Sport Technician

Grade: Grade E SCP 6-8

Contract Terms: NJC Terms and Conditions
Fixed term for 1 year: 24 hours per week, 39 weeks per annum.

Fundamental Task: To ensure that resources are in place that will allow for the effective teaching of PE and the participation of students in enrichment activities and competitions. The post holder will work with the Head of PE and all other staff involved in the delivery of PE and School Sport to develop effective systems to manage resources and activities.

Relationships: The post holder is responsible to:-

- Key Stage 3 PE Coordinator
- Headteacher in all other matters

Professional interaction with colleagues is expected in order to maintain productive relationships and promote mutual understanding.

Staff are entitled to expect courtesy and respect from students and are expected to work towards a constructive and harmonious relationship with them.

Main Duties:

- Ensuring that PE Staff and Students are provided with a high quality of resources to support learning. Assisting the Head of PE and PE teachers in managing all PE resources.
- To manage the PE Department's resources, ensuring the safe set up and maintenance of equipment.
- To assist the Head of PE to maintain an up to date inventory for the department's equipment and manage this effectively to ensure all equipment is ready for use in lessons, training/clubs and competitions.
- To prepare and provide equipment and resources for curriculum lessons. To ensure that teaching areas and equipment are well maintained and organised. This will include the rotation of seasonal equipment.
- To assist with the provision of enrichment and extra-curricular activities, and driving a mini-bus to away fixtures.
- To assist with the organisation and running of Inter- and Intra- school competitions
- To undertake a number of administrative duties, with good ICT skills, helping ensure the smooth running and organisation of the department. This will include updating and uploading documents to the school network, creating order forms, and helping create resources for lesson and regular updates of the PE noticeboards.
- Working with students who have forgotten their PE kit.
- To take a role in classroom based support for practical and theory based activities. This may include small group discussion and activities as well as assisting in the gathering of evidence to enable accurate assessment.

For all staff - You have specific responsibilities under Health and Safety / Safeguarding legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.
- Report any safeguarding concerns to a senior member of staff.
- Attend safeguarding training as requested.

Decision Making

The jobholder has no direct decision making responsibility but is responsible for adherence to Whole School and Departmental policies. The post holder must take responsibility for improving knowledge of PE development within a technician context and to keep abreast of other relevant issues.

Resources

The jobholder is accountable for the appropriate handling and security of PE equipment.

Personal Qualities

- To maintain high standards of professional behaviour towards colleagues and students
- To be passionate about participation and performance in sport and be able to enthuse others through coaching and leading.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approach, a good sense of humour and to be prepared to adapt to changing circumstances.
- To hold a full UK, clean driver's licence

Knowledge and Skills

The jobholder must have the ability to undertake a range of tasks involving interaction with all School stakeholders and to have been involved in School/University sport, and in club sport to a good standard

Notes:

- (a) The post-holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are a common occurrence and would not themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section 3, paragraph 35).
- (b) The post requires that the post-holder is First Aid qualified. Any appointment will be subject to willingness to undertake such training.
- (c) The post requires that the post-holder to undertake Mini Bus Driver training. Any appointment will be subject to willingness to undertake such training.
- (d) In line with school policy, all job descriptions are subject to review each year, to support professional development of the post-holder and to ensure that the role meets the challenging needs of the school