



## **JOB DESCRIPTION**

Job Title: Physical Education and Sports Assistant  
Grade: B3 (SCP 7-11)  
Reporting to: Curriculum Leader of Physical Education

### **Job Purpose:**

The post holder will be expected to work alongside the Physical Education department as required to help setup equipment, support lessons and extra-curricular sessions, and carry out administrative tasks.

### **Responsibilities:**

- Completing administration tasks including the distribution of consent forms and information letters, documenting responses and any relevant student information and the production of extra-curricular registers.
- Supporting extra-curricular training sessions and fixtures.
- Supporting the department with the development of the BIG 3 sports programmes, including promoting and sustaining BIG 3 engagement numbers, working with BIG 3 captains.
- Supporting the department with the development of the GORSE Gets Healthy initiative.
- Organising and cleaning team and spare PE kit.
- Setting up PE equipment in preparation for practical lessons.
- General upkeep and tidiness of PE spaces, including end of day checks and in-depth half termly checks.
- Design and create department display.
- Generation and maintenance of departmental risk assessments.
- Distribution / collation of BIG 3 letters.

### **Excellence in Sport Programme:**

- Weekly check in with students from the cohort, (the intention being that all students are checked in with once across the half term), under the supervision of the Curriculum Leader of PE.
- Supportive check in on training / current competitions and any additional support required.
- Maintain up to date communications with colleagues through briefings, form slides, student / staff meetings.

### **Social Time Sport and Physical Activity:**

- Assist the SLT duty lead with overseeing student engagement within social times (break and lunch) to foster a culture of informal play and exceptional student behaviour.

### **Personal Responsibilities:**

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.

# GORSE

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

## **Any Special Conditions of Service:**

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

*We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.*

**Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.**

**Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.**

## Person Specification

Criteria	Essential/ Desirable
<b>Qualifications</b>	
GCSE C/4 and above in Physical Education, English and Mathematics or equivalent.	<b>E</b>
A Level/HNC or equivalent in a relevant field	<b>D</b>
<b>Knowledge and Skills</b>	
Good communication and interpersonal skills	<b>E</b>
Ability to work well under pressure and use your own initiative	<b>E</b>
Good organisational skills	<b>E</b>
Good time management	<b>E</b>
skills, including the ability to work to deadlines	<b>E</b>
Effective team member	<b>E</b>
Flexible and willing	<b>E</b>
Drive and determination	<b>E</b>
Energy, enthusiasm and a sense of humour	<b>E</b>
Positive and encouraging	<b>E</b>
Ability to maintain confidentiality	<b>E</b>
Smart appearance	<b>E</b>
Reliable and trustworthy	<b>E</b>
Familiar with Physical Education apparatus to undergraduate standard	<b>D</b>
Knowledge of relevant Health and Safety	<b>D</b>
<b>Special Working Conditions</b>	
Able to lift/carry equipment etc.	<b>E</b>
<b>Experience</b>	
Experience of working in a school environment or of working with young people	<b>D</b>
<b>Continuous Professional Development</b>	
Evidence of commitment to Continuing Professional Development	<b>E</b>
<b>Other Conditions</b>	
Enhanced DBS Clearance	<b>E</b>

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