

JOB DESCRIPTION

JOB TITLE	PE Teaching Assistant (Student Support Mentor)
SCHOOL	CALUDON CASTLE SCHOOL
GRADE	Grade 3
HOURS	32 hours per week Term time only plus teacher Training Days (39 weeks)

Job Purpose:

- To support the classroom teacher with their responsibility for the development and education process by providing care and supervision to children/young people, including those who have special physical, emotional and educational needs.
- Under supervision support a number of identified students ('cohort') within an identified year group to achieve their termly targets.
- To help organise timetabled intervention/support to the identified cohort whereby both classroom and 1:1 support is provided.
- To support the faculty in the management and organisation of equipment, kit, and fixtures, as well as support in lessons across all areas of sport and leisure.
- Cleaning sports equipment used within lessons in line with national governing bodies/government guidance for PE.

Duties and Responsibilities:

OUTLINE RESPONSIBILITIES AND TASKS

Under the direction and control of the classroom teacher or designated supervisor, and initially with the support of a buddy:

- Assist to supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate in their physical and emotional development.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people, including those students with special educational, physical or emotional needs.
- Monitor individual student's progress, achievements, problems and condition, reporting to the responsible teacher as appropriate.
- Actively engage in the pre-determined educational activities and work programmes at an age and ability appropriate level, including the administration of tests, and the use of information technology as appropriate.

JOB RESPONSIBILITIES AND TASKS MAY INCLUDE SOME OF THE FOLLOWING:

1. Assist the teacher with learning activities in the classroom/learning environment, preparing or modifying work for an individual or group of students as directed.
2. Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom/sporting provision.
3. With the support of the faculty, undertake supervision and discipline of students, provide support with the procedures of the school, reporting any difficulties as appropriate.
4. Assist in promoting student independence in learning, social and mobility skills, reinforcing the student's self-esteem through praise and encouragement.
5. Ensure that students are able to safely use equipment and materials provided.
6. Provide support for local and national learning strategies e.g. Literacy, Numeracy, KS3, KS4
7. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
8. Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
9. Prepare/clear classroom/learning area as directed before and after lessons, including the preparation of visual aids, and the display and presentation of student's work.
10. Provide support to the classroom teacher by undertaking photocopying, filing, recording and collecting monies as directed.
11. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of students which may include:
 - assistance with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing; intimate personal care
 - the changing of soiled clothing and its disposal in an appropriate way;
 - assisting with children's injuries and, where appropriately qualified, administering first aid;
 - assist with the administering of medicines under the direction of **the appropriate medical** staff;
 - assist with the identification and monitoring of children's general health and welfare.
12. Support and contribute to the overall ethos/work/aims of the school.
13. Assist with the supervision of students outside of lesson times, including before and after school and during lunchtime.
14. Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits.
15. Attend and participate in relevant meetings as required.
16. Assist the teacher in supporting volunteer helpers or students in the classroom.

17. Any other duties and responsibilities within the range of the job role.

18. To be accountable for promoting and safeguarding the welfare of students responsible for, or who in contact with.
19. Carry out the duties of the post with due regard to the school's equal opportunities policy, safeguarding, data protection, finance and health and safety procedures, confidentiality, being aware of and complying with policies and procedures as relevant, reporting all concerns to an appropriate person.
20. Lifeguarding duties to support the annual swimming timetable, of which the leader in our student support faculty and the PE Faculty Leader will provide comprehensive induction training including funding your lifeguard qualification – if applicable depending on duration of opportunity and ability to fund training

Postholder reports to : Leader of Sport Faculty/HR Director/ SSM Team Leader

Support to : Assistant Headteacher – Inclusion/ Leader of Sport & Leisure Faculty

Level of supervision : Under the guidance of the Leader of Sport & Leisure Faculty/HR Director

PERSON SPECIFICATION

JOB TITLE PE Technician/Student Support Mentor	
Knowledge	<ul style="list-style-type: none"> • Basic understanding of child development and learning • Ideally training in relevant learning strategies • Passionate about sports and leisure
Skills and Abilities	<ul style="list-style-type: none"> • To effectively use ICT and use of other equipment – video, photocopier • Ability to relate well to children and adults • To work constructively as part of a team • Ability to self-evaluate learning needs • Talented in a range of sporting activities • A competent swimmer in order to pass the lifeguarding course or ideally having already successfully completed this – TBC depending on duration of the role – not essential
Experience	<ul style="list-style-type: none"> • Experience of working with children of relevant age or with specific special needs (Desirable)
Educational	<ul style="list-style-type: none"> • Good literacy and numeracy skills • GCSE Maths and English Grade A-C or equivalent or willingness to work towards literacy and numeracy functional skills qualifications • Ideally, lifeguard trained.
Safeguarding	<p>In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; and • Attitudes to use of authority and maintaining discipline.
Special Requirements	<p>Good health and attendance records in line with the Trust's Promoting Health at Work Policy. Fitness to provide general care and welfare to students, which may include assistance with personal hygiene routines and with manual handling.</p> <p>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced Disclosure and Barring Service Check will be required prior to appointment.</p>

Safeguarding

Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students, who they are responsible for or in contact with, from discrimination and avoidable harm. All staff, where paid or voluntary, have a duty to keep young people safe and to protect them from harm.

When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent to that role. There will be a requirement that staff observe their obligations in accordance with the Trust's safeguarding procedure and report any concerns in accordance with the procedure to the appropriate person.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the post holder after enhanced DBS clearance has been acquired, must be disclosed to the headteacher by the post holder. Failure by the post holder to do so, or the obtaining by the post holder of a relevant conviction caution or reprimand, may be managed in accordance with the Trust's disciplinary procedure.

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the post holder's role or circumstances. Which must be observed.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy.

Equality and Diversity

The Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment.

The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people

who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training

The Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities



required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing post holder and will be commensurate with the grade for the job. The post holder is expected to comply with any reasonable management requests.

Copies of all relevant policies are available through the post holder's line manager and the Trust HR team.