



JOB DESCRIPTION: PRIMARY SCHOOL PE TECHNICIAN AND PE COACH - *draft*

RESPONSIBLE TO:	Director of Sport
IMPORTANT FUNCTIONAL RELATIONSHIPS:	Headteacher, PE Lead, Teachers, PE Technicians
SCALE RANGE:	14 – 18
HOURS:	As per contract - term time only

Job purpose

The PE Technician is responsible for:

- Providing effective and efficient support for staff at HWPS in both the delivery of lessons and extra-curricular activities.
- Communicating information regarding fixtures with all relevant stakeholders.
- Ensuring that health and safety requirements and other relevant regulations are adhered to including the completion and recording of necessary checks and risk assessments.

The Primary School PE Coach is responsible for:

- The adaptation and delivery of high-quality PE lessons from established planning at Hinchley Wood Primary School (3 mornings a week).
- Supporting Teachers with the delivery of national curriculum PE lessons, as required.
- Supporting with sports/team events and fixtures, as required.
- Running extra-curricular sports clubs, as required

Job specification

- To work with members of the PE coaching team to plan lessons for delivery at Hinchley Wood Primary School.
- To deliver lessons for students in Year 1 - 6 at Hinchley Wood Primary School (with support from HWPS Teaching Assistants)
- To develop and coach extra- curricular sports clubs, promoting and encouraging student attendance and maintaining accurate registers.
- To make all stakeholders aware of upcoming fixtures and changes to the status of activity times.
- To accompany students on visits/external sports fixtures.
- If able to drive the school mini bus, as required, for external visits/fixtures.
- Ensure that storerooms are maintained in a clean, secure, safe and orderly condition at both schools. This will include cleaning tasks as required.
- Assist department staff in the promotion and observance of a healthy and safe working environment, ensuring the safe and effective operation and use of equipment
- Prepare, distribute and then clear away equipment, resources as required for PE lessons.
- Ensure sports kits are cleaned and stored appropriately.
- Carry out routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard, as required.
- Monitor and maintain relevant notice boards, promoting sports activities, update newsletters, website as required.
- Research the availability of suitable equipment, materials and resources, and suggest alternatives for suitability, sustainability and economy.
- Assist in stock control, stock inventories and compiling purchase orders, liaising with suppliers and maintaining appropriate records.

- Undertake and ensure that all administrative duties, checks and documentation, financial procedures are completed to the required level of accuracy including photocopying and filing.
- Attend relevant meetings and training sessions as required.
- Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.

Additional Duties:

- To carry out lunchtime and break duties as required on a daily basis.
- To support the school with other duties within skill set and ability, when not required to support with PE requirements.

General:

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of safeguarding and child protection matters.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder.
- All staff members participate in the school's performance management scheme.

Signed: _____ postholder Date: _____

PE TECHNICIAN AND PE COACH: PERSON SPECIFICATION

Qualifications and Experience	<p>Essential</p> <ul style="list-style-type: none"> Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and maths. Experience of coaching sport/s and knowledge of multiple sports. <p>Desirable</p> <ul style="list-style-type: none"> Qualification/s in relevant field/s. Full, clean driving licence Experience of working in a school or similar establishment. Interest/hobby in relevant field/s eg managing a team. First aid qualification.
Knowledge and Skills	<p>Essential</p> <ul style="list-style-type: none"> Ability to work constructively as part of a team, understanding school roles and responsibilities including own. Ability to absorb and understand a wide range of information. Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. Good standard of numeracy and literacy skills. Working knowledge of sporting rules. Can use computer software including word-processing, spread sheet, database and internet systems. <p>Desirable</p> <ul style="list-style-type: none"> Able to lead, develop and motivate students Working knowledge of relevant policies, procedures and codes of practice
Personal Qualities	<p>Essential</p> <ul style="list-style-type: none"> Ability to build and form good relationships with colleagues and students. Ability to show initiative and to prioritise one's own work even when under pressure. Able to follow direction and work in collaboration with line manager. Able to work flexibly to meet deadlines and respond to unplanned situations. Efficient and meticulous in organisation. Desire to enhance and develop skills and knowledge through CPD Ability to reach and bend, and to carry out some lifting/moving of equipment. Commitment to the highest standards of child protection and safeguarding. Recognition of the importance of personal responsibility for health and safety. Commitment to the school's ethos, aims and its whole community.