



## JOB DESCRIPTION

### Physical Education Technician / Duke of Edinburgh Manager

#### Salary and Hours

**Salary -**            **1 Year Fixed Term Contract (Maximum)**  
NJC Salary Scale – Grade 4 – Scale point 8 – 14

**Hours**            **32.5 hours per week (some evening work will be required)**  
**Term Time Only**

**Daily Direction from:**    **Curriculum Team Leader (CTL) for PE**

**Note:**                    **All Support Staff are managed overall by the School Business Manager**

#### Purpose

The postholder will work as part of the administrative team but will provide specialist and comprehensive administrative and classroom-based support to the PE Department.

Through this role, the post-holder will develop experience of working within a school setting to support progression on to PE Initial Teacher Training. This post will be available for a maximum of 1 year, with the expectation that the post-holder will progress on to Initial Teacher Training within 1-2 years of starting the role. Teacher Training will ideally be within the Mitre Trust in partnership with Nottingham Trent University, or with an external organisation. (NB: A place on the PGCE Initial Teacher Training course cannot be guaranteed due to placement availability which may change, but every effort will be made to support this).

The following gives an indication of the duties and responsibilities that the post may involve. The post holder will be expected to work flexibly and carry out any work that is reasonably required and is appropriate to the grade. The post holder will be expected to provide occasional administrative or classroom cover to other departments as required and where workload allow

#### Specific duties and responsibilities

##### Administrative Tasks

- Take responsibility for managing the administrative workload of the PE Department
- Organise the booking and management of activities for the PE department (both curricular and extra-curricular) including the administration of student permissions, parental and student communications, transport and venues.
- Manage the organisation of visits (including residential and overseas visits) made by the PE Department in line with school policies, including completion of Evolve forms and risk assessments in partnership with the member of staff leading the visit. The post holder will be expected to accompany visits when possible.



- Ensure timely and accurate design, preparation and use of specialist equipment, resources, displays and student materials. This may include the preparation and support of materials for remote provision.
- Monitor and manage resources and assets in partnership with the School Business Manager, cataloguing resources and undertaking audits as required ensuring the maintenance of specialist equipment. This will include: o monitoring of quality and safety of resources; o management of resources across the department and school; o ordering of resources in line with school procedures; o undertaking of specialist repairs/modifications (within own capabilities); and o arrangement of other repairs/modifications to be carried out by others as appropriate.
- Liaise sensitively and effectively with parents/carers as agreed with departmental teachers and the CTL.
- Maintain and contribute to student records under the guidance of departmental teachers and the CTL and in line with school procedures.
- Attend and administrate regular meetings of the PE faculty, including taking and distributing minutes.
- Design and produce high-quality materials (posters, displays, advertisements and banners) to promote PE curricular and extra-curricular activities, both within and outside of the classroom. This may include support at evening events such as open evenings, options evenings and parents' information events.
- Manage and monitor the PE department's profile within local media, the school website and social media platforms.
- Invigilation duties and/or supervision of students in PE exams as required.

## **Cover Supervision**

- Provide regular classroom cover for the PE department and occasional classroom cover for other departments as required.
- Supervise and provide particular support for students, including those with SEND, ensuring their safety and access to learning activities.
- Where workload permits, support the teaching of particular year groups and subject areas to develop experience and knowledge of the PE curriculum.
- Implement agreed learning activities within classrooms and practical lessons, adjusting activities according to student responses and needs.
- Use specialist skills, training and experience to support students.
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- Manage the behaviour of students to facilitate a positive learning environment, including: o completing electronic registers, o managing any 'Immediate problems or emergencies' or incidents of poor behaviour in



line with the school's policies and procedures, o collecting any completed work after the lesson and returning it to the appropriate teacher, o rewarding students in accordance with school procedures reporting as appropriate.

- Assist with the development and implementation of Individual Education Plans for a PE setting.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom, by recognising and responding to the individual needs of students.
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teaching staff, to support the progress and wellbeing of students.
- Attend and participate in regular meetings.
- Undertake relevant training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of other staff as appropriate

## **Duke of Edinburgh**

- To act as the Duke of Edinburgh manager.
- Ensure the delivery of high quality programmes and identify opportunities for increased participation.
- Manage the provision of a safe and enjoyable DofE programmes for participants from the Licensed Organisation.
- KT 3 Issue badges and certificates on completion of Awards.
- Arrange suitable opportunities to celebrate young people's DofE achievements.
- Purchase Welcome Packs and assign Participation Places.



- Deal with complaints and queries in an efficient manner.
- DofE GROUPS
- Authorise, manage and set up sufficient DofE groups to ensure access to a DofE programme for all participants who
- wish to take part.
- Approve the appointment of Leaders, instructors, Supervisors and Assessors and ensure they have access to
- appropriate training/qualifications for their role.
- Manage and support Leaders – support them in their role, ensure they have undergone appropriate training and
- actively manage the recruitment of new Leaders when necessary.
- Use eDofE to actively manage DofE groups.
- Ensure that all DofE groups are adhering to the correct policies and procedures.
- Run an active volunteer recruitment programme.

## Health and Safety

- It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

## Additional Responsibilities

- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post, as defined, subject to the proviso that normally, any changes of a permanent nature shall be incorporated into the job description in specific terms.

## General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The school will endeavor to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: \_\_\_\_\_ Member of Staff



Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Head Teacher

Date: \_\_\_\_\_