



The Charter School East Dulwich

PE TECHNICIAN: JOB DESCRIPTION

Post title: Physical Education Technician

Salary/Grade: HAY 6 Scale: Points 9 - 16 , pro-rata 42 weeks per year, 3 days per week

Responsible for: Technical and Administrative Support to the PE Team

Reporting to: Physical Education Subject Leader

Purpose of the job

To provide high-quality technical and support services to the PE Department to ensure effective use of resources and high standards of learning and achievement for students. Under the direction of the PE Subject Leader, the post holder will maintain an atmosphere where students feel challenged, valued, and secure while overseeing the operational logistics and administration of the department.

Key Responsibilities

- **Technical & Resource Management:** To provide high-quality technical support and administration, enabling the effective use of resources across sports offered within the curriculum.
- **Teaching & Learning Support:** To assist staff and students during practical lessons, BTEC and GCSE modules, including interventions to ensure high standards of achievement and safety.
- **Extra-Curricular Coordination & Promotion:** To coordinate the department's fixture schedule, supporting in event and trip administration, lead enrichment clubs, and promote school sport through digital and visual platforms.
- **Pastoral Support, Health & Safety, and School Culture:** To maintain a safe, inclusive environment by supporting school routines, managing equipment safety, and fostering positive professional relationships.

Specific Responsibilities

1. Technical & Resource Management

- **Equipment Maintenance:** Conduct regular audits and perform general maintenance for equipment across all sports in the curriculum.
- **Procurement:** Manage the full cycle of equipment ordering and returns, liaising with the Finance Department as required.
- **Kit Care:** Oversee the regular washing and maintenance of department and team kits.
- **Resource Preparation:** Collate, produce and organise printed resources and teaching aids for assigned PE classes and activities.
- **Minibus Oversight:** Drive the PE minibus and oversee its general maintenance and upkeep.
- **Environment:** Maintain a neat, safe tidy and inclusive PE Department physical environment.

2. Teaching & Learning Support

- **Practical Lesson Setup:** Lead the safe assembly, testing, and dismantling of trampolines and other large-scale equipment for lessons.
- **BTEC & GCSE Support:** Record live footage of practical performances for BTEC and GCSE modules and assist with editing where necessary.

- **Targeted Intervention:** Work with small intervention groups within BTEC and GCSE classes to help close learning gaps.
- **Demonstration & Advice:** Provide technical advice to students and assist teachers with practical demonstrations during lessons.
- **Emergency Cover:** Support short-term emergency PE lesson or activity cover on rare occasions as directed by the Subject Lead.

3. Extra-Curricular Coordination & Promotion

- **Fixture Logistics:** Coordinate the PE fixtures spreadsheet and assist with the organisation of the annual sports awards.
- **Club Leadership:** Independently run lunch and after-school enrichment clubs based on sport specialties or departmental needs.
- **Team Management:** Take responsibility for taking school teams to fixtures, including planning and on-site supervision.
- **Trips and Events:** Support the PE team with administration around trips and sports events
- **Digital Promotion:** Manage and upload content to the PE department's social media account to promote trials, clubs, and fixtures.
- **Visual Environment:** Maintain up-to-date, inclusive and attractive display boards

4. Pastoral Support, Health & Safety, and School Culture

- **Student Welfare:** Assist in changing rooms at the start and end of lessons to ensure a purposeful and safe environment.
- **Student Culture:** Support the PE team in following the school Behaviour Policy including praise and reward, consequences and consistent use of routines such as 100% focus and line ups.
- **Inclusive Provision:** Manage the PE lost property and distribute spare kits to Pupil Premium (PP) and SEND students as required.
- **Safety Compliance:** Write and follow risk assessments in line with Trust policy and provide first aid/medical assistance for injuries sustained during clubs or lessons.
- **First Aid:** Complete First Aid training and deliver this within the role.
- **Professional Culture:** Build positive professional relationships with students and staff, following the school ethos and values of working hard, care, curiosity, and integrity.
- **Safeguarding:** Actively contribute to a safe environment by following all school, Trust, and KCSIE safeguarding guidelines including specific relevance to PE specific circumstances.

7. General

- Actively contribute to a safe school environment where all students are safe and staff responsibility for safeguarding is paramount.
- Follow all safeguarding expectations and guidelines as set by the school, Trust, KCSIE (Keeping Children Safe in Education), and Government Guidelines.
- Fully engage with the staff induction programme, completing all allocated tasks and seeking clarification and support as needed.
- Read and actively engage with all school and trust policies, seeking guidance if aspects are not understood and adhering to the expectations.
- Participate in the school's Appraisal and Professional Development policy, including any related support plans.
- Contribute to, through team activities and staff voice, the faculty and year group development plans, linking in to the School Development Plan.
- Take personal responsibility for professional delivery and use line management effectively to seek support.
- Undertake specific duties as agreed with the Subject or Faculty Lead or as reasonably required by the Head Teacher.

Person Specification
<p>Qualifications</p> <ul style="list-style-type: none"> ▪ 5 GCSEs including Maths and English Grade C+/ 4+ (Essential) ▪ A Level/BTEC or equivalent Level 3 Qualification, in a Sports Related Subject (Essential) ▪ Degree or equivalent qualification in a Sports Related Subject (Desirable) ▪ First Aid Qualification (Desirable) ▪ Drivers licence (Essential) ▪ Mini Bus Drivers licence (Desirable)
<p>Knowledge, Skills and Experience</p> <ul style="list-style-type: none"> ▪ Experience working with secondary school age children in sports or education ▪ Experience of driving including the use of a Minibus ▪ Strong understanding of a range of sports, rules and safety expectations ▪ Experience organising sports fixtures and events ▪ Excellent Health and Safety awareness ▪ First Aid experience ▪ Ability to lift and transport apparatus safely ▪ Strong administration skills including computing skills and use of data ▪ Experience of using technology to support visual environments and editing/social media use. ▪ A good understanding or risk assessments and PE education Safeguarding guidelines.
<p>Professional Behaviours</p> <ul style="list-style-type: none"> ▪ Genuine passion, and a belief in the potential of every child, whatever their background or personal characteristics ▪ A clear understanding that all roles in the school, are focused on student achievement and potential. ▪ A good awareness of safeguarding, KCSIE, understanding how and when to take appropriate action. ▪ The ability to work in close harmony with other staff ▪ Alignment to and evidence of the school values of Working Hard, Care, Curiosity and Integrity ▪ Excellent listening skills and a reflective mindset, open to feedback ▪ Passion, energy, resilience, and optimism to work in a team through day-to-day challenges ▪ A firm and constant belief in the unlimited potential of every student (particularly Pupil Premium students, those from diverse backgrounds and those with SEND) and a genuine commitment to inclusive education ▪ Willingness to participate in Continuous Professional Development including the ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to be flexible, to change, improve and develop ▪ The ability to manage personal workload, plan ahead and remain organised ▪ Confidence, self-motivation and the ability to be decisive ▪ High levels of honesty and integrity, with a commitment to Equality, Diversity and Inclusion ▪ A professional outlook, detail oriented and able to multitask and meet deadlines ▪ Calm and professional under pressure ▪ Understanding of the impact of actions on the workload of others ▪ Understanding of the importance of confidentiality and discretion

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- 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 child protection matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- All staff participate in the school's performance management scheme.
- The Charter Schools Educational Trust is committed to safeguarding the welfare of all children and young people and expects all its staff to share this commitment.
- The Charter Schools Educational Trust is committed to equality and diversity, and to being a family where everyone can be themselves. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age, and all other aspects of diversity.
- We offer family friendly, flexible working arrangements, and staff networks to provide a supportive environment in the workplace where members can receive peer to peer support.