

PE Technician

Job description and person specification

JOB DESCRIPTION

Post title: PE Technician

Grade/salary: Grade 3 / 4

Reports to: Head of PE

Diverse Academies is a multi-academy trust with a vision to inspire, to raise aspirations and to create brighter tomorrows. Across primary, secondary and special settings, we share a common mission to nurture curiosity, develop wellbeing and empower children and young people to go beyond their aspirations. Together, we believe we can make a difference in our diverse communities, and in the lives of those who learn with us and work with us.

We empower. We respect. We care.

PURPOSE OF THE POST

To work under the direction of the Head of PE to provide an efficient and comprehensive technical service to the department. To support the delivery of high-quality physical education and extra-curricular sporting experiences. To assist the department in daily structures and routines by supporting the teaching and delivery of the curriculum, whilst creating further opportunities for students to participate in PE, sport and physical activity.

MAIN DUTIES AND RESPONSIBILITIES

Lesson preparation

- Prepare and source resources for lesson delivery
- Set up lesson resources- large scale equipment; goals, posts, trampolines, fitness equipment etc.
- Assist with removing equipment between lessons
- Prepare teaching materials as directed by staff both in practical and theory lessons
- Prepare ICT resources in lessons
- Use ICT in the analysis of performance

Lesson cover and support

- Implement work programmes with individual/groups in or out of the classroom including supervision of whole classes during short term absence of teachers
- Provide advice and practical support to pupils when in lessons supporting the needs of the group
- Work with individual students as directed by staff to promote progress

Administration

- Provision of general administrative support to the PE department
- Undertake an annual audit of stock and equipment
- Order and receive new stock under the direction of the head of department
- Maintain equipment and the rotation of stock
- Arrange maintenance and repairs to equipment as required to ensure compliance with safe working practices
- Sanitise equipment, including the laundering of team kits
- Complete pre and post working day checks of stores and changing rooms
- Book resources including; minibus, external transport, IT facilities etc.
- Record and report health and safety in line with departmental and AfPE regulations
- Update displays and visual resources
- Attend and participate in relevant meetings as required by Head of PE

Extra- Curricular

- Prepare fixture lists and produce trip packs for sporting events
- Liaise with other schools in regard to the arrangements of fixtures and events
- Prepare the kit and equipment for fixtures
- Oversee the extra-curricular registers and production of half-termly timetables
- Contribute to the school bulletin to report PE notices and achievements
- Promote the PE department through social media
- Accompany staff on extra-curricular visits
- Meet and greet away teams and visitors for events on school site
- Assist in the organisation and administration of annual sporting events
- Deliver and support the extra-curricular timetable
- Deliver active lunchtime opportunities
- Drive the school minibus to support extra-curricular activities and off-site activities (if licence permits)

Additional duties

- To carry out any other duties that may be reasonably assigned by the Head of PE
- Establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, and contractors
- Provide advice and practical support to pupils
- Liaise with the facilities management team with regards to sports pitch markings
- Participate in training and other learning activities and performance development as required
- Carry out the duties in the most effective, efficient, and economic manner available
- Continue personal development in the relevant area
- Participate in the staff review and development appraisal process

PERSON SPECIFICATION

The following qualities are all deemed fundamental to the requirements of the post. The Trust will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references.

The Trust is seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications/ Experience/Training			
Minimum of GCSE (A-C/ 4+) English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2	✓		Application form
Experience of working in a school or educational establishment		✓	
Experience of a range of sports	✓		
First aid certification or willing to work towards	✓		
Knowledge and Skills			
Able to use IT and relevant software effectively	✓		Application form / Interview / Portfolio of work / References
Good understanding and ability to use relevant equipment	✓		
Basic knowledge of Health and Safety Regulations	✓		
Experience of carrying out Health and Safety risk assessments		✓	
Personal attributes, qualities and leadership skills			
Good interpersonal and communication skills including chairing/contributing to meetings and report writing	✓		Interview
Good planning and organisational skills with the ability to manage conflicting demands and meet deadlines	✓		
Commitment to work together with all stakeholders including the wider community	✓		
Ability to make decisions, work under pressure and show resilience and determination	✓		
The highest expectations of behaviour and ethos	✓		
A willingness to contribute to the development of the academy as a whole			
Other			
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational	✓		
Health provider can ascertain their medical fitness for the post	✓		
A full driving licence with D1 minibus category (or willingness to obtain)		✓	