

WHITWORTH COMMUNITY HIGH SCHOOL

JOB DESCRIPTION FOR THE POST OF: PE Technician/SEND student support assistant (Social Emotional Mental Health needs)

Grade:	Grade 5	Responsible To:	DoL for Innovation		
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Job purpose:

To support the work of the PE Department and SEND Department, where appropriate, the wider school. Under the general supervision and direction of the PE/SEND Department, to plan and assist with learning activities for individuals and groups. To take a lead in supporting students with SEMH/behavioural needs. To prepare and maintain equipment and facilities to enable high quality teaching and learning and the safe and efficient use of resources. To provide short term cover for classes within the PE Department, when the class teacher is temporarily unavailable and to support and attend extracurricular activities and

Support for pupils

- Under the general supervision and direction of the PE Department to implement structured learning activities for individuals and groups of pupils and offer additional support
- To develop positive relationships with pupils to promote pupil progress, attainment and enjoyment and to develop cultural capital
- To support pupils as part of a planned inclusion programme, implementing specific programmes appropriate to the needs of individual pupils.
- To assist in the development of varying skills that support pupils' learning, particularly students with social, emotional and mental health needs.
- Drive the school mini bus to support extra-curricular activities and off-site activities (if licence permits)

Support for the teacher

- To monitor and record pupil progress and developmental needs, undertake classroom administrative tasks including the maintenance of records
- To facilitate pupil supervision and the management of pupil behaviour.
- To provide short term cover for classes in PE
- To check facilities and resources in PE to maintain Health and Safety Standards
- To provide administrative support, including regarding lost property, laundry of kit
- Administer routine tests, assist in the invigilation of exams Take an active role in extra-curricular provision and assist in organising the extra-curricular programme and fixtures
- Preparation of resources for theory lessons in PE
- Preparation of resources to support behaviour and SEMH needs.
- Help in the organisation of events: eg Sports Day, Rossendale Athletics

Support for the School:

- To assist in providing an environment and ethos in which effective learning can take place
- To support the promotion of positive relationships with parents, carers and outside agencies
- Promote and celebrate pupils' sporting successes within and beyond school
- To work within school policies and procedures, including in relation to Safeguarding, Health and Safety and security, confidentiality and data protection, reporting all concerns to the appropriate person(s)
- Assist in wider school visits and enrichment opportunities
- Actively support the pastoral system, attendance and rewards systems
- Actively promote the school within the community

Support for the Curriculum:

- To assist the PE Department in its work on Curriculum Intent, Implementation and Impact
- To support the use of ICT in learning activities

Prepared by:

Associate Headteacher

Date:

Summer 2024

EQUAL OPPORTUNITIES: The School is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

HEALTH AND SAFETY: All employees have a responsibility for their own Health and Safety and that of others while undertaking their duties. Employees have a general duty to assist the School in implementing its general statement on the Health and Safety policy.

Agreed By:

Employee.....Date.....

Headteacher.....Date.....