

**Job Description**

**Post:**  PE Technician

**Grade:** NJC scp 3-4

**Responsible to:** Faculty Leader of PE

**Hours:** 37 hours per week

**Purpose of the Post:** To provide support and assistance to ensure high quality of teaching, learning and achievement can take place in PE lessons. This will involve the organisation and setting out of equipment, maintenance and organisation of kit, support within lessons and in the enrichment programme, equipment audits, orders and display work around the Faculty.

**Duties and Responsibilities:**

* To prepare teaching spaces for practical lessons (i.e. equipment, cones, bibs, audio and visual equipment)
* To oversee the cleaning and organisation of spare kit.
* To assist with the enrichment programme delivered by the Faculty.
* To report faulty equipment.
* To audit the equipment stock annually and order new equipment as necessary.
* To liaise with other schools and agencies to organise fixtures and events.
* To support with after school activities (e.g. football matches/training)
* To market/promote curricular and extra-curricular student success via social media.
* Provision of general administrative support to the PE department, including maintenance of notice boards.
* To undertake, under the direction of the Faculty Leader of Physical Education any other reasonable responsibilities as changing circumstances may require.
* To provide general assistance to students in Physical Education lessons under the direction of the classroom teacher when required.

**Resources**

* To operate equipment e.g. photocopier, washing machine, tumble dryer, and large sports equipment such as trampolines.
* To work with PE teachers to ensure the safety and well-being of students in lessons.

**Duties and Responsibilities**

* To participate in all aspects of training and development.
* To comply with the Academies Health and Safety Policy and associated safe working procedures and guidelines.
* To comply with the Academies Comprehensive Equality Policy and ensure that it is implemented within the service area of the post.
* To comply with the Academies Data Protection Policy and Code of Practice within the service area of the post.

**This post is subject to satisfactory Enhanced Disclosure & Barring Service Checks**

**The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Academy will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.**

**Apprentice PE Technician**

**PERSON SPECIFICATION**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **WHERE MEASURED** |
| **Qualification** | 4 G.C.S.E’s, 9-4 (A-C) or equivalent including Maths & English | GCSE in PE  First Aid Certificate  Sports Leaders Award  Duke of Edinburgh Award  A relevant coaching qualification | Application Form/Interview |
| **Experience** | Experience of working in a sport and physical activity discipline  Experience of using software packages for word processing, desktop publishing, presentations and e mail communication to their full potential.  Experience of managing own workload effectively. | Experience of working within a school/educational environment.  Experience of using data logging.  Experience of managing own workload effectively. | Application Form/Interview |
| **Knowledge** | Knowledge of general Health & Safety procedures. |  | Application Form/Interview |
| **Skills and Abilities** | A genuine interest in sport and a desire to work in the sports industry.  Excellent communication skills.  Ability to be flexible and adaptable in accordance with the needs of the post.  Ability to be self-motivated and work under own initiative/under pressure. |  | Application Form/Interview |