

Job Description

KEY INFORMATION	
Post title:	PE Technician
Grade:	4
Responsible to:	Head of Department
Responsible for:	N/A

OVERALL PURPOSE OF JOB
Support the delivery of lessons by undertaking a range of practical, administrative and lesson-based tasks within the PE department. Ensure that a safe and well-equipped environment is provided in order to support teaching and learning.

MAIN DUTIES AND RESPONSIBILITIES	
1	Set up and prepare PE lessons, ensuring lessons and students are fully equipped and ready for learning, and equipment is safely stored and put away afterwards
2	Prepare resources and materials for lessons under the direction of the Head of Department
3	Ensure equipment is in good order and safe to use, carrying out regular safety checks reporting any defects to the Head of Department
4	Manage the laundering process of department PE kits and school team kits
5	Assist the Head of Department in the organisation and running of sports teams, fixtures, enrichment activities and training sessions
6	Keep an updated inventory of equipment, notifying the Head of Department when equipment may need replacing
7	Support with the supervision of students in our shared sports facilities in both the changing areas and practical areas, acting as a 'roving' member of staff, supporting teachers in lessons as and when required
8	Contribute to the positive promotion of sport and physical activity across the school
9	Carry out administrative tasks such as photocopying, printing and filing as required
10	Keep up to date with Health and Safety requirements for PE, ensuring these are followed at all times
11	Undertake first aid duties where required



GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

Person Specification

All points are essential unless otherwise specified

Qualifications	
1	GCSE English and maths at grade C/grade 4 or above, or equivalent qualifications
2	First aid qualification, or willingness to obtain
3	<i>Further sports related qualification, e.g. A Level/BTEC in PE/Sport (desirable)</i>
Experience	
1	Experience of working or volunteering in a sports based role
2	<i>Experience of working in a school environment or with children or young people (desirable)</i>
3	<i>Experience of delivering sports training sessions to young people in a range of sporting activities (desirable)</i>
Skills/Knowledge/Abilities	
1	Knowledge of Health and Safety legislation including first aid and risk assessments
2	Ability to use a range of computer systems and software packages, including standard packages (e.g. Microsoft, Google suite)
3	Good written and verbal communication skills with the ability to communicate effectively and clearly and build relationships with a range of staff, children and young people
Personal Attributes	
1	Personal interest in PE/sport and a passion for helping young people learn
2	Ability to work successfully alone and as part of a team
3	Ability to work well under pressure and manage competing deadlines
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check