



Post: Physical Education Teaching Assistant

Salary: Apprentice

Responsible to: Trust Leader for Sport

Job Description:

Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

Core Purpose

To support and deliver PESSPA programmes across school.

To work under the guidance of the class teacher in the planning and implementation of work programmes with individuals or groups of pupils or the whole class to promote effective teaching and learning.

To complete the Level 3 Teaching Assistant Apprenticeship standard.

Duties and Responsibilities

- To provide general support to the class teacher in the management and organisation of the pupils and the classroom
- To develop working relationships with the pupils, acting as a role model and setting high expectations
- To support pupils with special educational needs through the delivery of specific learning programs and to contribute to setting individual education plan (IEP) targets and to IEP reviews.
- To support the delivery of learning activities and share feedback from learning activities with the teacher.
- To work closely with the teacher to assist in the planning, development and delivery of all areas of the curriculum.
- As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of lessons as appropriate.
- To work on classroom displays following consultation with the teacher.
- To support with the observation, monitoring and evaluation of pupil responses to learning activities through a range of assessment and monitoring strategies determined by the teacher.
- To plan structured coaching sessions appropriate to the pupils.
- To ensure that the activity within each session offers progressive development towards defined goals, particularly those related to the national curriculum requirements.
- To deliver PESSPA activities take place in a safe environment with due regard to Health and Safety recommendations.
- To attend relevant meetings and participate in training opportunities and professional development as required for the duration and completion of the Level 3 Apprenticeship standard.
- To demonstrate knowledge of accident, incident, and emergency procedures.
- To report accidents and incidents in line with school policy.
- To be responsible for the collection and care of sports equipment.
- To promote the work and vision of the Prince Albert Community Trust by always maintaining high standards of personal appearance and adopting a friendly, professional approach to the public.
- To accompany pupils to school sports events and out of hours activities.

Special Conditions of Employment

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the Shared Staff Hub.

Equality and Diversity

Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.