



LAWNSWOOD
SCHOOL



LAWNSWOOD SCHOOL

Recruitment Pack

Physical Education Technician

Embed confidence; fuel ambition.

www.lawnswoodschool.co.uk



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WELCOME



Mrs J Bell
Headteacher

"Pupils are polite, friendly and respectful. They belong to a welcoming and inclusive school that seeks to know and understand them as individuals. The school has created a positive environment in which pupils feel happy and safe."

Ofsted 2023

Thank you for taking an interest in Lawnswood School.

We are a vibrant and busy learning community where everybody matters, and we work together to provide a learning environment in which all our students make the best possible progress, both academically and personally. We believe it is important to ensure students feel happy and secure and are enabled to develop into successful adults and active members of the community.

In addition to an academic provision which is both challenging and supported, where necessary we offer excellent pastoral care and a wide range of opportunities for students to engage with school and the wider community.

It is important to us that our students enjoy their time in school and make the most of every opportunity, whilst still preparing themselves for their future. Our alumni are testament to the fact that we are able to prepare our students for varied and successful careers.

The dedicated and talented staff at Lawnswood are committed to ensuring every child succeeds and achieves their very best. This recruitment pack is full of valuable insights about the role, its requirements, and our thriving learning community.

We hope that you choose to join the team, and we welcome visitors at all times. Should you wish to visit the school, please do contact us.

We look forward to welcoming you to Lawnswood School.



AIMS AND VALUES

We aim to create an inspirational community of learning where we combine our ambitions for academic attainment with an emphasis on students' moral, personal, social and spiritual needs, so that they may take their place as caring, committed, self-aware and confident members of society. To ensure all our students are treated as individuals and are able to flourish and excel, Lawnswood School aims to:

- create a vibrant community where we work together, respect differences, treat one another with justice, tolerance and respect;
- ensure our students are equipped with the necessary knowledge, skills and confidence to undertake the next stage of their career;
- foster leadership and engagement to encourage our students to make a positive contribution to both our school and community;
- offer all students a broad and balanced curriculum that leads to positive outcomes;
- offer a range of activities, visits and trips that help students develop the skills and knowledge to take an active and positive role in the world;
- engage with members of our community to support opportunities of learning, experience and social skills; and
- provide and maintain an attractive, secure, safe and healthy school environment.

EXCELLENCE IN TEACHING AND LEARNING

Students at Lawnswood School are encouraged to be independent learners. Our broad and balanced curriculum ensures students are equipped with the knowledge and skills to ensure a successful future. Staff at Lawnswood are passionate about their teaching and work hard to deliver high quality, interesting and engaging lessons.

Putting the learner at the centre of the learning process places a real emphasis on developing individual students' capability to acquire the skills, knowledge and attributes needed to be successful during their time at Lawnswood and as they leave to pursue their future career.

We deliver a wide range of subjects that allow students to excel in their specialist areas and prepare them with the knowledge and skills for a rapidly changing workplace. When students arrive in Year 7 they spend the first four weeks working on a cross-curricular project in teams. During this time, we take every opportunity to assess and evaluate their individual learning needs.

This includes undertaking Cognitive Ability Tests, reading tests and gathering teacher feedback. Our baseline data, in conjunction with information from primary schools, is used to ensure that the students are placed in the correct classes, given appropriate targets and provided with additional stretch, challenge and support where needed.

At Key Stage 4 and 5, students are afforded more choice in their learning and our information, advice and guidance ensures they are supported in choosing a curriculum which both suits them as individuals and will open doors in the future. We report regularly to parents on their child's learning and encourage a continuing dialogue between school and home. In addition to parent consultation evenings we ensure there are frequent parent information evenings to support students and parents in their educational journey. Lawnswood has high expectations for all students and, whatever their individual gifts, interests and talents, they will be challenged, supported and above all inspired.

"The curriculum is ambitious and well sequenced. Pupils build their knowledge and understanding with increasing depth and complexity. They learn to think and work like subject specialists."

Ofsted 2023



OUR FACILITIES

The school is set in spacious and attractive grounds that support a wide range of outdoor learning. This is in addition to our traditional classrooms, smaller group rooms and individual spaces.

A well-resourced library in addition to specialist facilities in science, PE, drama, technology and music enable our students to excel in all areas of the curriculum.

To ensure we prepare our students for a changing modern-day world of work, we have extensive ICT facilities, designed to accommodate different lesson formats and our curriculum.

We are always conscious of the need to improve our facilities in order to provide the best possible experience for our students. With this in mind, we have recently redesigned our catering facilities to provide relaxed and safe social spaces.

“I love that there are lots of opportunities available at Lawnswood School.”

Year 7 Student

JOB ADVERT

Physical Education Technician

Job Type	Full-time, permanent, TTO + 5 days	Required from	1 September 2026
Payscale	BI SCP 4-6 Actual salary £21,661-£22,353	Closing date	Monday 6 July, 9am

We are looking to appoint a Technician to support the Physical Education department. You will work closely with the teachers within your department to support with small group interventions and provide essential administrative and creative support across the subject. This is a perfect opportunity for any one with experience of teaching and learning, or a love for Physical Education and sport.

Lawnswood School can offer you a professional challenge and a rewarding opportunity, working with a collaborative leadership team that's passionate about the progress and development of every student.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history and an online search will be conducted. This includes only information publicly available online. We promote diversity and want a workforce which reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU settlement scheme or having secured any other relevant work visa. Lawnswood School is not registered with the UK Government to offer visa sponsorship. For further details, please contact the school on 0113 284 4020.

For further information, please download the job description and person specification and send your completed Support staff application form with a covering letter (no more than two sides of A4) to: Mrs J Bell, Headteacher by email to hr@elawnswood.co.uk or by post to Lawnswood School, Ring Road, West Park, Leeds LS16 5AG.

JOB DESCRIPTION

Physical Education Technician

Working time	Full-time, 37 hours per week, term time only + 5 days
Purpose	To provide greater capacity to the Physical Education department and provide specialist support during both the curricula and extra-curricula provision.
Reporting to	Subject Leader for Physical Education
Responsible for	<ul style="list-style-type: none"> • The day-to-day maintenance and preparation of PE equipment, ensuring the subject facilities are safe and prepared for use. • Reviewing the health and safety requirements across all facilities. • To assist when required within Physical Education lessons. • Promotion of the department through social media platforms. • Supporting the extra-curricular enrichment programme.
Liaising with	<ul style="list-style-type: none"> • Faculty leader • Subject Leader • Physical Education Teachers • Admin team, particularly to ensure reprographics needs are met in time •

MAIN (CORE) DUTIES

- Complete regular health and safety reviews of all working environments within the Physical Education department and report any concerns to the subject leader.
- Support cover teachers in the absence of colleagues.
- Ensure that kit is regularly washed and dried in preparation for students to undertake both curricula and extra-curricular activities.
- Support the department in ensuring high standards of kit are implemented.
- Contribute to the enrichment opportunities available to students.
- Where qualified, lead extracurricular activities for students.
- Ensure individuals who borrow kit are tracked appropriately and notify staff when required to intervene with appropriate interventions.
- Support during Physical Education lessons, assisting in the delivery of high-quality PE lessons.
- Check equipment for repair – notify subject leader of any requirement to replace equipment or to ensure it is decommissioned.
- Assist in the communication and administration of fixtures and clubs.
- To assist in the movement of resources from one room to another.
- To help in the unpacking and checking and distribution of stock.
- To assist in the preparation of worksheets e.g. photocopying or laminating
- Create an inventory of stock and monitor stock levels over time. Order new equipment as directed by subject leader.
- To prepare any audio/visual learning resources.
- Completing admin-type tasks such as filing, processing, photocopying, heading documents, work sheets etc within curriculum departments.

- Preparing displays for open evenings/parents' evenings.
- Support with trips and visits.
- Engage with social media, ensuring appropriate content is uploaded to promote the department in the local community.
- Participate in the duty rota, covering break / lunch duties.

Competencies: Essential Skills

The post holder should be able to demonstrate the following essential skills:

- Deal with visitors, messages, colleagues and pupils in a timely and appropriate manner.
- Experience in sports coaching or can demonstrate a high level of sporting performance.
- The ability to communicate at differentiated levels i.e. with pupils, staff and outside agencies.
- Meet deadlines and targets; support colleagues in meeting their targets.
- Plan and prioritise workload.
- Understanding of role and to seek instruction for situations occurring outside of daily norms.
- Willingness and ability to learn, work with and train.
- To work effectively and efficiently in a diverse and pressured working environment.

Competencies: Desirable Skills

The post holder should be able to demonstrate the following desirable skills:

- A good pass in Physical Education.
- Plan and prioritise workload.
- Gather, maintain and use data to provide accurate and timely information.
- A number of level 2 coaching qualifications.
- To have a working knowledge of Microsoft Office software.
- Be able to drive a minibus.

Knowledge and Understanding

The post holder is expected to have the following knowledge and understanding:

- Equal Opportunities
- Working within a busy, modern and diverse environment.

Other Specific Duties

- To actively promote the school's safeguarding policies and procedures
- To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example.
- To promote actively the school's policies and procedures
- To continue personal development as agreed.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- The post holder will be expected to carry out all duties in the context of and in compliance with all the school policies.
- To participate in personal and team reviews.

- Provide First Aid when necessary (after training)

Our school is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history, and an online search will be conducted. This includes only information publicly available online.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

June 2026

PERSON SPECIFICATION

Physical Education Technician

	Essential	Desirable	Evidence
Qualifications and experience	<ul style="list-style-type: none"> Qualified to 'A' level, or equivalent, in Physical Education. <p>OR</p> <ul style="list-style-type: none"> 5 GCSE's including Science, Maths and English and significant experience working as a coach or Physical Education Technician. 	<ul style="list-style-type: none"> An honours degree in a sports qualification. Experience of working within a school context. Relevant coaching qualifications to level 2. 	Application Reference Interview
Skills and knowledge	<ul style="list-style-type: none"> Good oral and written communication and numeracy skills. Calmness under pressure. A patient approach with students. The ability to prioritise and organise your own time. The ability to work independently and use your initiative. Problem solving skills, we operate under constrained budgets and part of the job will involve finding alternative approaches. A sound working knowledge of Health and Safety regulations. 	<ul style="list-style-type: none"> The ability to demonstrate the use of equipment to non-specialists e.g. students or teachers working out of specialism. Confidence in MS Office programs. Experience of social media handling. 	Application Reference Interview
Disposition and attitude	<ul style="list-style-type: none"> Responsible & conscientious approach to Health & Safety. A belief that all school staff contribute to the welfare of our students and a willingness to engage with our behaviour culture. 	<ul style="list-style-type: none"> A desire to keep up to date with developments in educational thinking especially in the delivery of physical education. The confidence to support practical 	Application Reference Interview

- A willingness to work with equipment and prepare practical activities. stakeholders, time management and prioritisation

activities in lessons and take extra-curricular clubs.

HOW TO APPLY

To apply for this vacancy, please download the Support Staff Application Form from our website - [Lawnswood School - Vacancies](#).

Please complete this as fully as possible, and then email your completed application form to hr@elawnswood.co.uk, or post it to HR, Lawnswood School, Ring Road, West Park, Leeds LS16 5AG.

Your application will be acknowledged, and we will get in touch to let you know if you have been successfully shortlisted for interview.

Important notes:

In your application, please provide details of your education (from GCSEs or equivalent onwards) and please list your full employment history from leaving school. This should include details of all paid and unpaid / voluntary work.

All gaps in employment since leaving school must be clearly accounted for, and if these do exist you must clearly explain the reasons why and outline what you were doing during this time.

Please complete the form in full, evidencing how your skills, knowledge and experience meet the person specification for this role. Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted for interview.

Please note that CVs are **NOT** accepted.

Our application form has a section for you to add the details of two referees. Please carefully read the guidance on the application form regarding this section to ensure that the referee details you provide are in line with this.

If you require any adjustments to assist you with the recruitment process, please contact us at hr@elawnswood.co.uk and we will do our best to help.

All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search and any other relevant checks in line with statutory guidance.

This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU settlement scheme, or having secured any other relevant work visa.

For further details, or if you have any questions, please contact hr@elawnswood.co.uk



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