



Job Title: Physical Education Technician

Hours of work: 14 – 21 hours per week, term time only, 8.30am to 4.00pm
Plus 0.4 fte Girls PE teaching if you have QTS
– please see Girls PE Teacher advert

Scale: Scale 2, points 3 – 4

Actual salary: £7391 to £11271

Line Manager: Head of Physical Education

The successful candidate:

- would preferably be a recent sports graduate or aspiring PE teacher seeking to broaden their professional experience
- must have a significant background in sport/sports coaching with a passion for helping students access our college PE curriculum
- must hold a recognised sports coaching/NGB qualification
- have competent ICT skills
- will be confident with a good sense of humour
- will have a good work ethic and is comfortable working as part of a team

The key job responsibilities will be to:

- Assist the lead teacher with helping students access the core Physical Education curriculum
- Support students studying the Cambridge National Sports Studies course
- Assist with the college's diverse extra curricular programme during lunchtimes and after school practices and matches
- Assist/team teach lessons in the absence of a member of the PE staff
- Assist with the planning and organising of sports fixtures, competitions, trips and other events.
- Support the PE staff in all areas of departmental life
- Undertake daily administrative tasks, ongoing maintenance of sports kit and equipment, assisting with the setting up of lessons
- Any other work tasks as directed by the Head of PE

Support for the College

- Be aware of and comply with policies and procedures relating to Safeguarding, Health & safety, confidentiality and GDPR, reporting all concerns to the appropriate designated member of staff
- Promote, support and facilitate inclusion by encouraging participation of all students in learning and extracurricular activities
- Contribute to the development, implementation and evaluation of the college's policies, practices and procedures, so as to support the college's values and vision
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

- Assist with the supervision of students out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and students on visits, trips and out of school activities as required and where required take responsibility for a group under the overall supervision of a teacher

Professional Development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the college
- Take part in the college’s appraisal procedures

Personal and Professional Conduct

- Promote the college’s approach to inclusion so that all members of our community feel welcome and valued
- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside the college
- Have proper and professional regard for the Catholic ethos, policies and practices of the college, and maintain high standards of attendance and punctuality. Blessed Edward Oldcorne Catholic College is committed to safeguarding the young people in its care and all staff are expected to keep up to date with the latest safeguarding developments and attend relevant safeguarding training
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the college community.
- Respect individual differences and cultural diversity.
- The Teaching Assistant will be required to safeguard and promote the welfare of children and young people and follow college policies and the staff code of conduct.

Notes

The above is a summary, but not an exhaustive list of the job role and the role would be adapted depending on the suitability of the candidate.

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 college reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references, social media/online checks and an Enhanced Disclosure and Barring Service check.

Signed:

Date: