

<b>JOB PROFILE</b>		
<b>Department:</b>	<b>Physical Activity</b>	
<b>Job title:</b>	<b>Sports Assistant</b>	
<b>Reports to:</b>	<b>PE Teacher</b>	
<b>Work Pattern/Salary:</b>	<b>Hours of work: 36 Hours per week, Term Time only (Monday – Thursday 8.30am - 4.15pm and Friday 8.30am - 4pm)</b>	<b>Salary Scale: Scale R3 12 – 18: £22,315.15 - £23,880.47 per annum (FTE £26,060 - £27,888.00)</b>
<b>Job Purpose:</b>		
<p>The Sports Assistant will support the Physical Education (PE) department in delivering engaging and therapeutic sports and physical activities to students at Grafham Grange School. This role involves assisting in planning, organising, and supervising activities, ensuring the safety and well-being of students, and fostering a positive attitude towards physical fitness and teamwork.</p>		
<b>Job Description</b>		
<b>Key Accountabilities:</b>		
1 – Support PE Lessons		
2 – Supervision and Safety		
3 – Event Coordination		
4 – Promotion and Physical and Mental Well-being		
5 – Equipment and Facilities Management		
6 – Administrative Support		
7 – Student Engagement and Support		
8 – Collaboration and Teamwork		
9 – Safeguarding and Child Protection		
10 – Professional Development		
<b>1 - Support PE Lessons:</b>		
<ul style="list-style-type: none"> <li>• Assist PE teachers in preparing and conducting sports lessons and activities that are adapted to meet the needs of SEMH students.</li> <li>• Set up and take down sports equipment and facilities.</li> <li>• Provide individual and small group coaching, focusing on building confidence, social skills, and physical abilities.</li> </ul>		
<b>2 - Supervision and Safety:</b>		
<ul style="list-style-type: none"> <li>• Supervise students during sports activities, ensuring a safe, supportive, and inclusive environment.</li> <li>• Monitor and enforce safety guidelines and school policies during sports events and lessons.</li> <li>• Administer basic first aid when necessary and report any incidents to the Head of PE.</li> </ul>		

**3 - Event Coordination:**

- Assist in organizing school sports events, tournaments, and inter-school competitions.
- Support logistical arrangements for sports trips and external events.
- Help maintain accurate records of student participation and achievements.

**4- Promotion of Physical and Mental Well-being:**

- Encourage and motivate students to participate in physical activities, emphasizing the benefits for mental health and emotional well-being.
- Promote a positive and inclusive attitude towards sports and physical education.
- Assist in developing and implementing fitness programs tailored to the specific needs of SEMH students.

**5 - Equipment and Facility Management:**

- Ensure sports equipment is maintained and stored correctly.
- Conduct regular checks on sports facilities and equipment for safety and usability.
- Assist in the inventory and procurement of sports equipment and supplies.

**6 - Administrative Support:**

- Maintain records of student attendance and participation in sports activities.
- Assist in preparing reports and communications related to the PE department.
- Support administrative tasks as required by the Head of PE.

**7- Student Engagement and Support:**

- Build positive relationships with students to support their physical and emotional well-being.
- Identify and support students who may need additional encouragement or assistance in participating in sports.
- Act as a role model, promoting good sportsmanship, teamwork, and a healthy lifestyle.

**8- Collaboration and Teamwork**

- Work effectively with PE teachers and other staff to deliver a comprehensive sports program.
- Participate in regular staff meetings and professional development opportunities.
- Contribute to the overall school community, supporting events and initiatives beyond the sports department.

**9 – Safeguarding**

- Adhere to the school's safeguarding and child protection policies.
- Be vigilant in identifying and reporting any concerns regarding student welfare.
- Ensure that all interactions with students are appropriate and follow school guidelines.

**10 – Professional Development**

- Stay updated with the latest developments in sports education and coaching techniques.
- Participate in ongoing training and development opportunities to enhance skills and knowledge.
- Reflect on and improve personal performance through feedback and self-evaluation.

Person Specification	
<b>Criteria</b>	
<i>Key - Essential = E; Desirable = D</i>	
Qualifications and Training	
<ul style="list-style-type: none"> <li>• Passion for sports and physical education, with an understanding of its importance for SEMH students.</li> <li>• English and Mathematics at GCSE Grade C or above or equivalent</li> <li>• Experience working with children or young people, particularly those with SEMH needs.</li> <li>• Strong communication skills and ability to engage effectively with students, staff, and parents/guardians.</li> <li>• Basic first aid certification (or willingness to obtain).</li> <li>• Organisational skills and attention to detail in managing sports equipment and activities.</li> <li>• Ability to work collaboratively within a team and contribute to a positive school environment</li> <li>• Sports coaching qualifications or relevant certifications.</li> <li>• Knowledge of SEMH strategies and behavior management techniques.</li> <li>• Commitment to continuous professional development in sports education and SEMH support.</li> </ul>	E  E E E  E E E D D D
Knowledge and Experience	
<ul style="list-style-type: none"> <li>• Understanding of SEMH needs</li> <li>• Sports Coaching Principles</li> <li>• Behavior Management Strategies</li> <li>• Health and Safety Regulations</li> <li>• Inclusive Sports Practices</li> <li>• Experience Working with SEMH Students</li> <li>• Sports Coaching Experience</li> <li>• Teamwork and Collaboration</li> <li>• Administrative and Organisational Skills</li> <li>• Continuous Professional Development</li> </ul>	D D D D D D E E D E
Skills and Abilities	
<ul style="list-style-type: none"> <li>• Adaptability and Flexibility</li> <li>• Communication Skills</li> <li>• Empathy and Patience</li> <li>• Problem Solving</li> <li>• Motivational Skills</li> </ul>	E E E E E
Personal Attributes	
<ul style="list-style-type: none"> <li>• Positive Role Model</li> <li>• Safety Consciousness</li> <li>• Creativity and Innovation</li> </ul>	E E E

<ul style="list-style-type: none"><li>• Cultural Sensitivity</li><li>• Commitment to Professional Development</li></ul>	E E
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This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

- **Date Reviewed for Grafham Grange produced: October 2024**