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| Job Description |
| **Post Title:**  | Teaching/SportsAssistant (level B) | **Grade:**  | Scale 2 |
| **Directorate:**  | Children & Young People  | **Service**: | Schools |
| **Responsible to:**  | Headteacher, SLT & PE Lead |
| **Responsible for:**  | No responsibility for staff |
| **Functional links with:**  | Cluster schools, Sports Teams/Clubs, Sports Providers |
| **Main purpose of the job:** To support the delivery of high-quality physical education (PE) and sports activities across the school, promoting active lifestyles and positive attitudes towards health and fitness among pupils. The Sports Assistant will work under the guidance of teaching staff and the PE lead to assist in the preparation, supervision, and delivery of PE lessons, extracurricular clubs, and school sports events. |
| **Major Duties and Responsibilities:** 1. Support the delivery of PE lessons and physical activities under the direction of the class teacher or PE coordinator- this includes Forest School sessions.
2. Assist in setting up and clearing away equipment for PE lessons and sports events.
3. Supervise pupils during physical activities, ensuring safety and encouraging participation.
4. Support the organisation and running of extracurricular sports clubs and inter-school competitions.
5. Promote positive behaviour and teamwork among pupils during sports activities.
6. Help maintain sports equipment and ensure it is stored safely and appropriately.
7. Provide encouragement and support to pupils of all abilities, including those with additional needs.
8. Assist with administrative tasks related to PE and sports, such as attendance registers and event planning.
9. Support active lunchtimes by organising and supervising a range of sporting activities/school-based competitions.
10. Support the development and implementation, in conjunction with the PE lead, of playground leaders.
11. Support targeted children with SEND needs to develop fine and gross motor skills.
12. Accompany teaching staff and pupils on visits, trips and out of school activities as required.
13. Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
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| **Resources:** [For which you are personally and identifiably accountable, e.g. plant, equipment, vehicles, property, Cash] |
| **Signed by: Post holder:****Line manager: Date:** |