

TA3 Role Dobcroft Junior School- September 2024

Closing Date: Midday Thursday 4th July

Interview Date: Tuesday 9th July

Thank you for reading the job description for an exciting role that we have on offer at our school from September 2024. If you are not in a position to begin in September but feel you meet the person specification ***please still apply*** as we would delay the start date for the most suitable candidate.

Who We Are

Dobcroft Junior School is a 3-form entry junior school in the southwest of Sheffield (close to Millhouses Park). We are a large, friendly staff team with wonderful children who are eager to learn and also love playing outside and getting involved in sport! We have a strong reputation for PE and sport as a school and pride ourselves on our vision for ***“Every child to represent the school in sport at some point during their time with us.”*** Wherever possible we aim to enter two teams into competitions. We recognise the skill, time and effort required from staff to enable this to happen and we are in a position to offer a new role in school. This combines the responsibility of achieving our vision with our PE leader and now combine the coordination and strategic vision of our extended sporting provision with a TA3 role. Please read on to find out more.

Classroom Support

- To teach whole classes (30-32 pupils) from year 3 to year 6 on an adhoc and planned basis to cover teachers (planning would be provided and the full range of National Curriculum subjects could be taught).
- To provide general and 1-1 support for pupils to cover TA2 staff as required

Lunchtime Duties (all with the support of a senior teacher)

- Deliver a lunchtime sporting activity 3 times a week (30 minutes)
- To coordinate lunchtime activities and the rotation of activities on offer
- Monitoring and ordering lunchtime equipment
- Communicating and leading staff who supervise lunchtimes to ensure provision is of a high standard
- Planning each term, a rotation of games and activities for pupils at lunchtimes
- Carrying out and writing risk assessment for activities at lunchtime

Supporting the delivery of our extended school’s sports curriculum

- Working with the PE leader to identify sporting events for pupils
- Identifying teams for entering sporting events
- Maintaining records of pupils entering events
- Celebrating vents through the school’s communication channels
- Coaching and practising with pupils prior to sporting events
- Communicating with relevant staff, pupils and parents regarding attendance of sporting events
- Carrying out and writing risk assessments and letters for sporting events
- Accompanying pupils on sporting events during the school day
- *Wherever possible* accompanying pupils to sporting events after school (note additional hours can be claimed or time off in lieu in the event of this)

Support From School

- The senior leadership team and an identified senior teacher would support you with the coordination of lunchtimes role.

- The PE leader, office staff and educational visits coordinator would work closely and support you with competitions and events, especially communicating with parents.
- Non-contact time would be built into the weekly timetable to ensure preparation and admin time for lunchtime coordination and admin relating to sporting events and competitions.

An example of your typical weekly time table, however no week would ever be the same due to the nature of the role, especially adhoc cover and sporting events

	830-1150	1150-1200	1200-1235	1235-110	110-330
Mon	preparation and admin time	Setting up lunchtime provision	Lunch break	Running a lunchtime club	cover
Tue	cover		Monitoring lunchtime provision (15 minutes)	Lunch break	cover
Wed	cover		Monitoring lunchtime provision	Lunch break	Attending a sporting event with pupils
Thur	preparation and admin time	Setting up lunchtime provision	Lunch break	Running a lunchtime club	cover
Fri	cover		Lunch break	Running a lunchtime club	team coaching (1 hour) preparation and admin time

Person Specification

<i>Skills, knowledge and experience</i>	Assessment
<i>Teaching</i> Can demonstrate skills, knowledge and experience to teach pupils across KS2.	Application form interview
<i>Assessment</i> Can demonstrate skills, knowledge and experience to assess, mark and feedback pupil progress and follow school policy	Application form interview
<i>Behaviour management</i> Can demonstrate skills, knowledge and experience to manage pupil behaviour effectively (both inside and outside of the classroom) and positively promoting school values and following policy; including reporting to parents	Application form interview
<i>Inclusivity</i> Can demonstrate skills, knowledge and experience to promote the inclusion and acceptance of <i>all pupils</i> within the classroom and in extra-curricular events	Application form interview
<i>Role Model</i> Can demonstrate the ability to establish productive working relationships with pupils, acting as a role model and setting high expectations at all times	Application form interview
<i>Encourage and Inspire</i> Can demonstrate the ability to engage all pupils in activities, including extra-curricular activities especially to “go out of their comfort zone”, including rewarding achievement and celebrating participation	Application form interview
<i>Initiative, Independence and Organisation</i>	Application form

Can demonstrate strong organisation and independence in managing own timetable effectively to fulfil a busy role, including being flexible.	interview
<i>Record Keeping and Communication</i> Can demonstrate skills, knowledge and experience for keeping and updating records, writing letters, risk assessment, emails etc in relation to the role	Application form interview
<i>Team Work and Communication Skills</i> Have the ability and skills to communicate effectively with all staff in relation to the role, including coordinating and monitoring lunchtime provision and liaise sensitively and effectively with parents/carers.	Application form interview
<i>Self-Reflective</i> Can demonstrate experience of being self-reflective and seeking appropriate support in order to achieve the very best possible outcomes for all including contributing to a busy, positive school environment.	Application form interview