



Job Description

Primary School Sports Apprentice

Job Title: Primary School Sports Apprentice

Responsible to: PE Coordinator and Headteacher

Location: Mount Charles School

Grade: Apprenticeship

Hours of work: 30 hours per week, term time only Monday to Friday 10.15 to 16.15

Disclosure Level: Enhanced DBS – Disclosure Barring Service

Overall role purpose: The Sports Assistant Apprentice will work to assist with the administration associated with and the delivery of sport and physical activity. This involves coaching during the school day and after school.

Roles and Responsibilities:

Duties

- To provide high quality sports coaching during and after school to help raise attainment.
- Improve competitive sport provision.
- Improve links with local schools to help with competitive sport and physical activity provision.
- Involve the school/students in the wider community.
- Increase physical activity levels within the school (both pupils and staff)
- Assist with the improvement of staff development within the area of PE and school sport.
- Develop and raise profile of PE and sports
- To assist the School in its day to day duties.
- To contribute to the overall ethos, work & aims of the School.
- Identify personal training needs and other learning activities as required.
- Develop an understanding of policies & procedures, complying with their contents and raising concerns in a timely manner.
- To recognise own strengths, areas of expertise and use these to advise and support others.
- The post holder may be required to undertake other duties that are commensurate to the post holders abilities, position & grade.
- The duties listed above are examples of duties at this level and other duties of a similar level/nature may be undertaken by individuals and are not excluded simply because they are not itemised.

Organisational Skills:

- Develop and maintain resources for PE and sports activities through advising on the suitability and appropriateness of resources and preparing, maintaining and deploying resources to assist teaching.
- Assist in ensuring the sporting inventory is kept up to date.
- To assist in the teaching of PE through leading activities, and supporting non-specialists.
- Contribute to the planning of lessons and work programmes and the devising of suitable activities.
- Support the teaching and learning of individual or groups of pupils, using support strategies appropriate to the needs of pupils, providing feedback and liaising over problems.
- Assist teachers in the evaluation and revision of lessons and work programmes for individuals and groups of pupils and contribute to the monitoring, recording and assessment of pupil progress.
- Contribute to the development of a purposeful working atmosphere promoting fair play and good sporting behavior and implement the Academy's behavior and any related policies and procedures.
- To teach individuals or small groups independently and leading whole classes under the supervision of a teacher.
- Co-ordinate, initiate and develop liaison with outside agencies and professionals to secure high quality opportunities for PE and sport within and beyond the timetabled day, ensuring effective communication throughout by undertaking clerical/administrative tasks at the direction of the PE Lead.
- Establish out of school sporting activities including, where possible, the opportunity to participate in competitions and monitor the participation in out of hours PE and sport.
- To ensure all school policies and procedures are adhered to in relation to the Health, Safety and Wellbeing of staff and pupils.
- To undertake any other duties as instructed by the Head teacher.

Person Specification
Primary School Sports Apprentice

Criteria	Essential to basic performance of job	Required for fully competent performance of job
Knowledge:	<p>Knowledge and use of a range of PE equipment</p> <p>Ability to read and understand instructions</p> <p>Ability to complete basic paperwork</p>	<p>Experience of working with young people</p> <p>Be competent in a range of sporting skills</p> <p>Ability to use Excel, Word and various databases</p>
Skills:	<p>Assist teacher with information gathering and resources as appropriate</p> <p>Ability to recognise and report problems</p>	<p>Assist teacher in creating a positive learning environment</p>
Interpersonal & Communications Skills:	<p>Sensitivity to pupils' needs</p> <p>Ability to communicate clearly</p> <p>Ability to encourage participation in sport and give feedback to pupils</p> <p>Ability to maintain appropriate level of confidentiality</p>	<p>Advising and guiding pupils on the best way to handle situations, under the teacher's direction</p> <p>Advising and guiding pupils on the best way to handle situations, under the teacher's direction</p> <p>Able to make decisions on when to refer queries/problems to another member of staff</p>