

<b>JOB DESCRIPTION</b>	
Job Title	PE & Sports Assistant
Reports To	Director of Sport
Contract Type	Fixed Term, Term Time plus Inset Days (5)
Role	Support
Working Pattern (Days)	Monday – Thursday, 8am-4.30pm (1 hour unpaid lunch) Friday 8am-4pm (1 hour unpaid lunch)
Working Hours (Time)	37 hours per week
Unpaid Breaks	1 hour
Pay Range	H1, Point 2

### **Context of the post**

In all matters the foremost will be the supporting of the aims of the School and the policies laid down by the Governing Body. The spirit of all the school policies is summed up by our mission statement:

“To foster the academic excellence and personal development of each pupil in a caring, stimulating and challenging environment so that each student is able to fulfil her full potential.

To promote high quality teaching and learning and to hold high expectations of each student both in terms of achievement and good behaviour.

To manage the school in ways which involve the whole staff in preserving and carrying forward the special character of Watford Grammar School for Girls, which is based on care and respect for every member of the school community.”

It is the responsibility of every member of staff to ensure at all time the safety of the children in their care. All adults working in the school should know about the school’s child protection procedures and the identity of the Designated Senior person for child protection.

### **Job Purpose**

To organise the provision of practical support for the PE curriculum area for staff and students at all key stages in the school. To assist the head of department in securing an environment in which students can safely pursue investigative practical work. To assist with the running of sports clubs and sports fixtures

### **Main Duties & Responsibilities**

- Prepare materials, equipment and teaching aids for class use, at the direction of the head of department. To tidy and clean materials and equipment, ensuring a safe and hygienic working environment at all times.
- Support teachers and students during practical work, to include setting up demonstrations and activities, providing advice to students in the development of their tasks, including the safe operation and demonstration of equipment.

- Run a range of sports clubs at lunchtimes and afterschool as required by the PE department.
- Organise and run fixtures afterschool as required by the PE Department.
- Oversee the work of small groups of students engaged in practical tasks, as requested by the head of department and under the supervision of the class teacher.
- Assist with events, exhibitions, demonstrations and displays as requested.
- Monitor the efficient organisation of the work and storage areas and ensure the cleanliness, safety and security of these areas at all times.
- Advise members of staff and students on particular hazards and requirements in the use of equipment/materials Keep abreast of current safety guidelines and legislation.
- Issue and receive back materials and equipment. Check for missing and damaged equipment against inventories and inform the relevant teacher. Operate a system of stock control, ensuring sufficient replenishment of materials within the approved limits and recommending any additional equipment/material requirements to the head of department. Assist in ordering stock and checking deliveries of stock when receive.
- Check and test equipment routinely to ensure its safe working order and undertake maintenance, repairs and servicing where needed and within the limits of the jobholder's skills and training. Recommend any necessary repairs or arrange further maintenance for equipment on the approval of the head of department.

### **General**

To take part in:

- professional development and training
- school performance management process
- any other reasonable duties as requested by the Headmistress

### **Working Environment**

The work entails some manual handling, crouching and stretching. The work is undertaken in the gym, hall, fitness centre, outside courts, sports field etc.

The jobholder may use equipment with some inherent risk.

The jobholder will encounter members of the public, visitors to the school, contract staff, students etc. during the course of their duties.

### **Notes**

- a. All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.
- b. Staff uphold public trust in Watford Grammar School for Girls therefore staff are expected to maintain high standards of ethics and behaviour, within and outside school, by:
  - i. Treating students and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their position.

- ii. Having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions as appropriate.
  - iii. Showing tolerance of and respect for the rights of others
  - iv. Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
  - v. Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
  - vi. All staff must have proper and professional regard for the ethos, policies and practices of Watford Grammar School for Girls and maintain high standards in their own attendance and punctuality.
- c. The post holder will take part in an annual performance Review at which objectives will be set and development needs identified.
  - d. It is a statutory requirement that all public sector workers in customer facing roles must be able to speak English fluently and you will be expected to demonstrate at interview and in the classroom the ability to converse at ease and at an appropriate level in accurate English with students, parents, and visitors to the school.
  - e. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
  - f. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part may be so construed.
  - g. This job description is not necessarily a comprehensive definition of the post.
  - h. The duties and responsibilities listed describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be deemed necessary by the Headmistress.
  - i. The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

***Please sign both copies of this job description, keeping one for your files and returning one to the HR Department, within 14 days. If it is not returned within 14 days your acceptance will be presumed.***

Signed:

Headteacher

Date:

Signed:

Date