**Job Description and Personal Specification**

**Job details**

**Salary**: Grade 5 (SCP 17 – 22)

**Hours:** 37 hours per week £30,060 - £32,654

**Contract type:** Permanent – Term Time only (39weeks)

**Reporting to**: HT/PE Lead

**Duties and responsibilities**

**General Responsibilities**

* Demonstrate a highly professional approach to everyday work
* Work independently, demonstrating initiative and pro-activity
* Work effectively as part of a team
* Develop and maintain efficient record keeping systems
* Maintain positive behaviour and inclusion in accordance with school policies, and demonstrate good practice with regard to attendance, punctuality, behaviour and respect
* Use behaviour management strategies, in line with the school’s policy and procedures, which contribute to a purposeful learning environment
* Lead and assist with maintaining good behaviour of pupils throughout the school at all times
* Motivate all pupils to work to the best of their ability to meet the curriculum standards and their educational achievement
* Promote the development of pupils’ self-reliance, self-esteem and emotional resilience
* Promote and support the inclusion of all pupils in the learning activities in which they are involved
* Communicate effectively and sensitively with pupils to support their learning
* Build and maintain positive relationships with pupils, ensuring the care, health and welfare of children at all times
* Show sensitivity and objectivity in dealing with parents, members of the school community and visitors

**HLTA – PE & Sport Lead responsibilities**

* Actively promote positive physical and mental health
* Working with the school’s PE Lead to plan and then deliver PE sessions for all pupils
* Ensure a clear and meaningful sequence of learning, in line with the School’s wider curriculum
* Organise and deliver age-appropriate activities during lunchtime and after school clubs
* Organise and manage safely the learning activities, the physical teaching space and resources for which you are given responsibility
* Work closely with and consult with the school’s PE Lead, ensuring continuity and progression for all pupils
* Monitor pupils’ participation and progress, providing feedback to the PE Lead and class teachers, and giving constructive support to pupils as they learn; contribute to maintaining and analysing records of pupils’ progress
* Work collaboratively with colleagues, and carry out the role effectively, knowing when to seek help and advice
* Under the direction of the School Business Manager, carry out relevant Health and Safety checks
* Engage in the wider school PE offer, taking the lead where appropriate, for example for Sports Days/events, external sporting events and visits

**Other Duties**

* Be aware of and comply with school polices relating to Safeguarding, child protection, health and safety, confidentiality and data protection
* Deal with minor problems and first aid
* Report persistent or serious issues to SLT/Class Teacher and notify the appropriate staff of injuries or problems requiring parental follow-up
* Work with the Sports Lead and other HLTA to identify any training and development needs, and actively seek out CPD opportunities as required by the school

**Personal Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications and training** | * A qualification in English and Maths equivalent to a GCSE A-C (5-9) or above. * A qualification in PE / Sport / Physical Health * A level 4 teaching assistant qualification or equivalent. | * Qualification / experience in supporting children’s social and emotional health and well-being * Qualification in first aid |
| **Experience** | * Experience of working with children across the primary age range * Experience of running after school clubs * Working in accordance with school policy and procedures | * Promoting pupils’ welfare and education |
| **Knowledge and skills** | * High standard of spoken and written English | * An understanding of the PE Curriculum * Experience of teaching/coaching PE at this level |
| **Personal qualities** | The successful candidate will have:   * A positive attitude to work. * An enhanced DBS certificate and barred list check. * A good attendance and punctuality record. * Excellent time management and organisational skills. * High expectations of self and professional standards. * The ability to maintain positive and successful working relationships with all school stakeholders. * Flexible and adaptable * High levels of drive, energy and integrity. * High expectations for pupil behaviour | The successful candidate will be:   * Able to plan and take control of situations. * Committed to contributing to the wider school and its community. |