



# Ivybridge Community College



## Job Description

<b>Job Title:</b>	PE Assistant
<b>Grade:</b>	Dependent on experience (NJC Devon Grade B, SCP 3-4)
<b>Hours:</b>	31.25 hours a week, 38 weeks per year
<b>Reports to:</b>	Head of PE

### Job Purpose

The post holder will work under supervision and direction as part of a professional team to support learning by providing assistance, through the preparation and day-to-day maintenance of teaching resources and administrative support.

The duties and responsibilities outlined in this job description are not comprehensive or exclusive and may be varied from time to time to allow the College to respond to the individual needs of students. The post holder may therefore be expected to take on other reasonable activities to assist in an efficient service delivery.

### Duties and Responsibilities

1. Prepare specific resources / materials / equipment for lessons, as directed.
2. Maintain an overview of attendance and support with any safeguarding issues that may result in a sports setting.
3. Oversee the audit and maintenance of equipment that may be required to ensure it is in a good working order.
4. Order equipment when required with the agreement of the Head of Department.
5. Undertake basic record keeping as directed.
6. Support the delivery of Teaching and Learning sessions under the supervision of teaching practitioner.
7. Support cover staff with information as supplied by absent teachers.
8. Support with medical monitoring of students.
9. Support the smooth running of fixtures through organisation of the Fixtures Diary.
10. Support sports events as required.
11. Update and maintain display boards.
12. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.
13. Maintain designated databases and files in accordance with Trust policies for data governance, as appropriate for the role.

14. Comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality and Diversity.

**Other responsibilities**

1. Handle all confidential correspondence with discretion and in line with the Trust and College's Data Protection protocols.
2. Use appropriate ICT packages as required.
3. Set up files and update where necessary.
4. Attend occasional out of College hours functions as required.
5. Undertake any other duties of a similar level and responsibility as may be required, as directed by the line manager.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.

## PERSON SPECIFICATION

E = Essential, D = Desirable

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	<b>Essential or Desirable</b>	<b>Application Form</b>	<b>Interview (or other selection activity)</b>
<b>Qualifications:</b>			
Good numeracy and literacy skills	E		✓
Level 2 qualification or equivalent in Sports field or relevant experience.	D	✓	
<b>Experience:</b>			
Experience of working in a school or similar establishment	D	✓	
Knowledge of procedures for preparation of resources/ materials, setting up, cleaning and basic maintenance of equipment.	D	✓	✓
<b>Knowledge, Skills and Abilities:</b>			
Effective oral/written communication skills	E	✓	✓
Ability to follow instructions and direction. While also able to use initiative to identify and raise concerns/risks.	E		✓
Accuracy and attention to detail	E	✓	✓
Good time keeping	E	✓	✓
Able to relate to academic staff, students, and other stakeholders.	D		✓
<b>Further Requirements:</b>			
Ability to work as part of a team or alone if necessary	D	✓	✓
Discreet and able to maintain the confidentiality of information	E		✓
Knowledge and foundation understanding of Safeguarding and the welfare of children and young persons.	E	✓	✓
Willingness to undertake relevant role training when required.	D		✓
<b>VALUES-BASED BEHAVIOURS:</b>			
<b>Compassion</b>			
Recognising need in others and acting with positive intention to promote wellbeing and improve outcomes	✓		✓
<b>Aspiration</b>			
Working to high expectations, modelling the delivery of high-quality outcomes	✓		✓
Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	✓		✓

<b>Integrity</b>			
Acting always in the interests of children and young people	✓		✓
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	✓		✓
Communicating with transparency and respect, creating a working environment based on trust and honesty	✓		✓
<b>Collaboration</b>			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	✓		✓