

**St George’s CEP School**

Sports Assistant

**Job Description.**

**BASIC FUNCTION**

The PE and Sports Assistant works in St George’s to assist with curricular Physical Education and extra-curricular sport.

**ACCOUNTABILITY**

The PE and Sports Assistant reports to the Headteacher and the PE Leader.

**AUTHORITY**

The PE and Sports Assistant has authority as delegated by the members of the department.

**RELATIONSHIPS**

The PE and Sports Assistant works closely with all members of St George’s and is expected to foster professional relationships at all times.

**KEY TASKS**

The postholder will be timetabled to work across the school for PE as directed by the PE leader and Dept Head. This will involve assisting in curricular Physical Education and extracurricular sport. The timetabled hours will depend on areas of need and any particular sporting expertise or area of interest that the postholder may have.

Occasionally and infrequently assist with sport on Saturday mornings.

Responsibility for maintenance and storage of sports equipment

**PROFESSIONAL DEVELOPMENT**

The PE and Sports Assistant will have a mentor from the school who will support them throughout their year in post.

**PERSON SPECIFICATION**

***Experience***

Ideally a qualification in a sport related course, NVQ or equivalent or ability to demonstrate transferable knowledge.

Keen interest in sport

Previous experience of working in a school or education setting

***Skills/Abilities/Qualifications***

Proficient in the full Microsoft Office package, specifically Word and Excel

Excellent communication skills (orally and in writing)

Experience of building professional relationships with internal and external stakeholders

Excellent interpersonal and communication skills (orally and in writing), with an ability to handle sensitive and confidential information

Ability to use initiative, multitask and prioritise own workload with good attention to detail

Strong planning and organisational skills with the ability to meet deadlines whilst working with conflicting demands

Independent, self-motivated and organised, with an ability to work as part of a team

***Personal Attributes***

High professional and personal standards

Workplace flexibility and a willingness to adapt to change with regards to how and when work is progressed

Commitment to the ESMS values

Positive, confident personality with an enthusiasm for, and enjoyment of, children's company

Commitment to continuous professional development

**Aims of the school for PE**

To stimulate pupil interest and enjoyment in Physical Education and to promote health and fitness for current and future lifestyles

To enable pupils to develop a range of personal qualities such as initiative and independence, perseverance, reliability and good communication

To enable pupils to work independently and also as part of a group or team

To establish pupil self-esteem through the development of physical confidence, and to enable all pupils to reach their full potential in a range of activities

To allow pupils to develop informed opinions and to be able to support them by reasonable argument