



# Parkside Community Primary School

## JOB DESCRIPTION

Job Title:

**PE and School Sport Specialist**

Reporting to:

**SLT**

### **Purpose of Job:**

To work alongside the PE Subject Leader and class teachers in the provision of high quality PE, School Sport and physical activity within and beyond the curriculum to ensure children have the best possible opportunity to reach their potential.

### **Principal Accountabilities:**

Deliver high quality PE, through the Parkside PE Curriculum.

Develop an annual programme of inter school sport throughout the school and support the delivery of Active Play.

Provide inspirational and dynamic coaching and build effective relationships with the teaching teams and pupils across all key stages.

Ensure all pupils are supported in line with the Inclusive ethos of the school.

Be aware of and support differences to ensure all pupils have equal opportunities to learn and develop.

Assist in identifying talented young people and encourage further development.

Provide physical activity sessions before, during and after school.

Deliver lunchtime active play and after school sporting clubs.

Set up and coach out-of-school-hours sports clubs, encouraging attendance in particular by children who do not usually participate in sport.

Be highly effective around managing and organising time, ensuring sessions are well planned and prepared in advance.

Deliver a programme including aims and objectives in a positive and inclusive manner ensuring that all participants benefit from the experience.

Act as a role model and establish clear framework for discipline in line with establishes policies, anticipate and manage behaviour in order to promote pupils' self-control and independence to ensure good behaviour and respect for others is maintained.

Organise and maintain equipment and resources including PE stores, cupboards and sheds.

Promote PE and School Sport throughout the school through displays, posters and assemblies etc to encourage all children to have a physically active lifestyle.

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Communicate to all stakeholders and beyond via newsletters, magazines and social media.

Assess, record and report on the progress, development and attainment of pupils and keep and provide records as required.

Contribute to reports, references and assessments of pupils as required.

Ensure that fixtures are agreed in a timely manner for accurate publication in any school communications and arrange transport for away fixtures.

Maintain an accurate record of fixtures and results and details of pupils who achieve honours and awards and provide reports to SLT when required.

Organise and supervise team photographs and maintain school PE, School Sports and physical activity displays.

Ensure risk assessments are up to date and regularly reviewed and are in line with current legislation, guidance and best practice.

Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment, resources and materials are set out on time and as per instructions received and used safely to enable pupils to meet their learning targets.

Assist in the delivery of appropriate Health and Safety awareness for all staff involved in games, coaching and relevant activities.

Carry out any other administrative duties as necessary, such as accurate attendance registers.

## **General**

- To attend relevant training as and when required.
- To develop activities to promote positive social interactions between pupils.
- To follow the school's safeguarding and child protection policy and procedures.
- Support the aims and ethos of the school, showing respect for self, each other and the environment.
- To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
- To present the school in a positive way in the community.
- Set a good example in terms of dress, punctuality, attendance and behaviour.
- Attend team and staff meetings.
- Undertake professional duties that may be reasonably assigned by the Line Manager/Head of School.
- To take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of school policies.

**The Job Description is subject to the changing needs of the school and other duties may be required from time to time. It will be reviewed as part of the Appraisal Process.**

**SIGNED .....**

**DATE .....**