

<b>Job Description – PE Technician</b>	
<b>Grade:</b>	VIAT 3 (£19,100 - £19,755) pro-rata
<b>Employed for:</b>	
<b>Hours:</b>	Term Time Only
<b>Professional Relationships</b>	
<b>Responsible To:</b>	Head of PE with responsibility for Trust Co-ordination.
<b>Purpose of the job:</b>	
To work with teachers as part of a professional team to provide support to staff and students, to ensure the smooth operation of the PE departments.	
<b>Key duties and responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Set up resources/materials/equipment for lesson when required with the help of the Trust Site Team, when needed.</li> <li>• Support structured and practical activities for groups or on a one-to-one basis.</li> <li>• Support with extra-curricular clubs, as required.</li> <li>• Order and maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use.</li> <li>• Safely and securely store allocated equipment to prevent unauthorised access/misuse.</li> <li>• Clean and undertake maintenance of equipment as needed and as directed to ensure that it is clean and in good working order.</li> <li>• Organise and deliver PE workshops for Primary schools.</li> <li>• Liaise with students regarding clubs and teams.</li> <li>• Promote national and international sporting events across schools in the Trust.</li> <li>• Undertake record keeping, as directed.</li> </ul> <p>Individuals in this role may also undertake some, or all the following:</p> <ul style="list-style-type: none"> <li>• Provide clerical and administrative supported as directed.</li> </ul> <p>The duties/responsibilities of this post may vary from time to time according to the changing needs of the Trust services.</p>	
<b>Safeguarding:</b>	
<ul style="list-style-type: none"> <li>• The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li> </ul>	
<b>Equality and Diversity:</b>	
<ul style="list-style-type: none"> <li>• The Trust is committed to valuing diversity in employment, service delivery practices and its general environment. An expectation of all leadership posts within the Trust is</li> </ul>	



that everyone will take responsibility for promoting inclusive and accessible service provision, staff development and a culture that values and respects difference.

**Representing the Trust:**

- To act as ambassador for the Trust, ensuring that the needs and views of the Trust are fairly represented in external (including national and sector) forums and that opportunities are taken to enhance the reputation of the Trust and realist business development opportunities.

**Staff Development:**

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Valley Invicta Academies Trust maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

**Signed:**

**Date:**