

# Parkside Community Foundation Primary School

## JOB DESCRIPTION

|               |                                       |
|---------------|---------------------------------------|
| Job Title:    | <b>PE and School Sport Specialist</b> |
| Reporting to: | <b>Head of School</b>                 |
| Pay Grade:    | <b>Unqualified Teacher</b>            |

### **Purpose of Job:**

To provide 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, school sports and physical activity through the school values *using the school values as the core to promoting our PESSPA vision*
- Provide inspirational and dynamic *teaching* and build effective relationships with the teachers and pupils across all key stages.
- To liaise with Sports/PE staff from other TELT schools to provide opportunities and CPD.
- Ensure all pupils are supported in line with the ethos of the school.
- Be aware of and support differences to ensure all pupils have equal opportunities to learn and develop.
- Supervise the process of curriculum development and change.
- Identify talented young people and encourage further development.
- Encourage pupils to enter trials for representative teams at district, county, regional and national levels as appropriate.
- Provide PESSPA clubs 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.
- Co-ordinate, book and organise school swimming lessons and coaching, liaising with appropriate staff at both school and the leisure centre.
- Be responsible for supporting the school Swimming Policy updates and tracking swimming achievements against national standards.
- Co-ordinate an enhanced Fizzy programme across the school, delivering group sessions and training support staff to deliver further sessions.
- Record and monitor whole school Fizzy programmes such as Fizzy, Balancability etc.
- Be highly effective around managing and organising time, ensuring sessions are well planned and prepared in advance.
- Act as a role model and establish clear framework for discipline in line with established 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.
- Plan an annual timetable of sporting events, tournaments and competitions which include a variety of sports and age groups.
- Promote PE and school sport throughout the school to encourage all children to have a physically active lifestyle.
- Communicate to all stakeholders and beyond via newsletters, magazines and school website.
- 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.

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- Maintain an accurate record of fixtures and results and details of pupils who achieve honours and awards and provide reports to the SLT when required.
- 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.
- Deliver 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.
- Work with the local community / clubs to deliver a high quality enrichment of opportunities
- Record and monitor PE budget / PESS premium and provide an annual report to publish on the school website

### General

- Present the school in a positive way in the community.
- Respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.
- Support the aims and ethos of the school, showing respect for self, each other and the environment.
- Promote equality for all individuals.
- Set a good example in terms of dress, punctuality, attendance and behaviour.
- Attend team and staff meetings during working hours as required.
- Regularly check emails and pigeonhole for correspondence.
- Undertake professional duties that may be reasonably assigned by the Head of School or Executive Headteacher.
- Undertake professional development and training opportunities to secure own working knowledge of new initiatives and practice.
- Comply with all school policies and procedures in particular those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

**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 .....**