



## **BORDEN GRAMMAR SCHOOL**

### **JOB DESCRIPTION – PE Support Worker**

|                       |            |
|-----------------------|------------|
| <b>PAY RANGE</b>      | KR4        |
| <b>RESPONSIBLE TO</b> | Head of PE |
| <b>POST HOLDER</b>    |            |

#### **Purpose of the Job:**

To provide support to a member of the PE Dept to ensure the highest possible standards of teaching and learning for all pupils and to assist the teacher complete routine tasks.

#### **Outline of Main Duties:**

- Practical PE Lessons: To assist with the setting up of equipment and resources in order to facilitate practical PE lessons. To assist with putting equipment and resources away at the end of the clubs. To assist with coaching where appropriate
- Security & Access: To help unlock/lock doors/padlocks around the school site, particularly concerning the changing rooms and gates allowing lessons to start on time
- Organisation: To help organise students, especially those who need assistance in borrowing PE kits and to ensure pupils get changed in a timely manner. Checking changing rooms before and after students have got changed.
- Fixtures: To assist with the running of sporting fixtures, including writing team sheets, organizing fixture dates and venues and helping PE teachers type reports where required. To help with the booking of school minibuses for away sporting fixtures. To assist with the updating of the school website with match results, reports and sporting achievements
- Maintenance: To help with the maintenance and storage of PE equipment
- Liaison with Groundsman: To help ensure the facilities are prepared for seasonal sports (i.e. marking of pitches) by liaising with the Estates Manager
- Refereeing: Assist PE staff with refereeing/umpiring school and inter house matches
- Administration: General administration duties within the PE department in order to support staff as required e.g. audit sheet completion
- Classroom Lessons: Assist in managing classroom activities safely ensuring that the physical learning space and the resources in it are conducive to pupil learning and teaching. Includes transporting resources to the teaching areas as necessary. Includes invigilation if required.

- Student Behaviour: Promote high expectations of student behaviour, dealing promptly with conflict and incidents in line with established policy. Encourage pupils to take full responsibility for their own behaviour in order to maintain required standards of discipline and pupils' wellbeing, health and safety.

### **Person Specification:**

- The post-holder should have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly. Includes the ability to establish and maintain relationships with staff and pupils.
- They should have good organisation and communication skills to be able to support the teachers and students. They should be socially responsible
- It is the duty of the postholder to act in a non-prejudicial and non-discriminatory manner towards all pupils and employees, irrespective of age, disability, gender, gender-identity, race, religion or belief and sexual orientation. The postholder should also counteract any prejudicial or discriminatory practice or behavior by challenging and reporting it
- It is the duty of the postholder to report to the Designated Safeguarding Lead any concerns relating to child protection issues, including any disclosures made by pupils
- The post-holder should have the ability to provide class cover for PE if requested from time to time

### **Necessary Experience:**

- Good standard of general education with good numeracy, literacy and sporting skills.
- Successful relevant experience of working in a sporting environment but not essential
- Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality

### **Behaviours for Success:**

The "Behaviours for Success" framework is designed to help us understand how people who are successful in their jobs behave at work. Behaviour descriptions is a new way of looking at how people do their job well and these are grouped under four headings:

1. *Focussing on the customer*
  - how we work with both internal and external customers and service users to provide a customer focussed service
2. *Personal Resourcefulness*
  - how we enhance our personal ability to deliver an excellent service
3. *Relationship Building*
  - how we work with colleagues and partners
4. *Managing for Success (for managers)*
  - how managers encourage and enable staff to deliver excellent service

These Behaviours for Success apply to everyone, no matter what job they are doing within the workplace.