



SHEERNESS WEST FEDERATION

JOB DESCRIPTION

JOB TITLE:	PE TEACHING ASSISTANT (FIXED TERM)
REPORTING TO:	PE TEACHER, CLASS TEACHER AND HEAD OF SCHOOL
GRADE:	KR3
HOURS/WEEKS:	25 HOURS 39 WEEKS PER YEAR
SITE:	WEST MINSTER PRIMARY SCHOOL

JOB SUMMARY

To support pupil's learning under the guidance of a PE Teacher, Teacher and Head of School.

To assist in the maintaining of the well-being of pupils whilst at play, by supporting teachers in playground supervision and other non-class situations.

MAIN DUTIES AND RESPONSIBILITIES

- Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets.
- Assist the PE teacher and class teacher with learning activities ensuring health and safety and good behaviour of pupils. Support the whole classes, small groups or individual pupils in accessing learning activities as directed by the PE teacher and class teacher to enable pupils' progress towards their targets. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- Undertake basic record keeping in respect of pupil learning, behaviour management, well-being, child protection etc., as directed in order to support the PE teacher deliver the specific learning and other programmes set for each child.

- Be aware of and comply with policies and procedures relating to child protection health, safety, security and confidentiality reporting all concerns to ensure pupils' wellbeing.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
- Undertaken training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.
- The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

**PERSON SPECIFICATION
PE TEACHING ASSISTANT**

	ESSENTIAL	DESIREABLE
QUALIFICATION	Good basic education with	Willingness to undertake

	competency in literacy and numeracy.	further training. Recognised qualification in child care.
EXPERIENCE	Previous experience of working with children and families in the public, private or voluntary sector.	
SKILLS AND ABILITIES	<p>Excellent communication, listening and observation skills.</p> <p>Ability to handle confidential information.</p> <p>Organisational abilities and accurate record keeping skills.</p> <p>Good interpersonal and collaborative skills.</p> <p>Trustworthy, reliable, punctual, ability to work independently and as part of a team.</p>	
KNOWLEDGE	Equal Opportunities and Racial Equality.	<p>Knowledge of local national and school policies for literacy, numeracy, behaviour management, child protection and ICT including virus controls and access to the Internet.</p> <p>Awareness of resources to help pupils to develop their literacy, numeracy and communication skills.</p>