

**Sports Teaching Assistant Role**

**Job Description and Person Specification**

We are looking for an enthusiastic person who possess a genuine passion and love for sport, someone who feels that they can contribute towards team and individual games in addition to possessing excellent subject knowledge. The role is ideally suited to a person looking to become a P.E teacher or who has experience of working and coaching young children in team sports. The role demands supervising, umpiring, coaching and refereeing team games such as netball, hockey, football, rounders, and rugby. The candidate must possess a minimum Level 3 qualification or equivalent and he/she must be willing to commit to the school during their time in employment.

* **Minimum Level 3/AS/A level equivalent**
* **Assist P.E and Games staff with setting up and preparing equipment prior to lessons starting**
* **Lead and take charge of Games and PE lessons where and when appropriate**
* **Organise House events and tournaments, provide certificates and arrange refreshments and transport**
* **Work with small groups during lesson time to promote learning and maximise learning potential**
* **Possess team knowledge of specific sports to offer this to the school teams, throughout lesson time as well as after school as a club**
* **Excellent communication skills in order to build good relationships with children and parents**
* **Excellent organisational and initiative skills**
* **Supervise and take charge of the boys/girls changing room areas**
* **Assist with swimming lessons and changing if required to do so**
* **Keep all sports areas and equipment safe and tidy, ensure all equipment is stored away and sports areas locked at the end of each day**
* **Attend games fixtures. Help referee where possible, on some occasions this will fall outside of school hours**
* **Organise teams in preparation for fixtures and ensure team and venue details are forwarded to the newsletter in sufficient time. Complete match reports for the newsletter or inform designated captain to do so**
* **Playtime/lunchtime duties**
* **Help, prepare and take charge of lunchtime/after school clubs**
* **Help throughout the school where needed, for example, play performances, carol concerts, school fairs**
* **Attend INSET and training days prior to the start of the school term**
* **Read and understand Pownall Hall School's policies related to child protection and safeguarding, out of school visits, fire safety and behaviour policies**
* **Complete and keep up to date relevant certificates and training e.g child protection**