



Appointment of PE TECHNICIAN

32½ hours per week (flexible), term time only (38 weeks)

**NJC Grade 3, SCP 9 to 13
(£11,304 to £12,397) actual salary range**

Closing Date for Applications:

No later than noon on 27 October 2017

THE POST: PE TECHNICIAN

THE PE DEPARTMENT

Physical Education (PE) has enjoyed a period of growth and development in the past few years. The department has worked diligently to expand the choices available to students, both within lessons and beyond, improving standards of achievement. Participation rates in all sports have increased and remain high. The department has a very high profile in the school, the local community and throughout the county. The most recent newsletter can be viewed on our website www.fallibroome.academy where a sense of the PE department's impact can certainly be gained.

The outstanding departmental team is experienced and very committed, providing a wealth of expertise across many sports. Of the nine teachers in the department, seven hold full time posts and two hold part-time positions. One member of the department co-ordinates PE and sport across KS1 and KS2, spending a large proportion of time working with our feeder primary schools, working with students with physical disabilities and developing school-club links. The PE Technician supports the department in all administrative tasks and with the extracurricular commitments.

PE is taught as a core subject throughout the school and also appears as an option in Key Stage 4 where students follow the AQA GCSE course. Students in the Sixth Form are offered a range of opportunities within the PE programme including AQA A Level PE, Community Sports Leader Award and regular recreational activities as part of their Curriculum Enrichment Programme.

Examination results within the department are outstanding with GCSE results at 86% A*-C in 2017. A Level results are also outstanding with 86% achieving A*-C in 2017. The number of students taking A Level PE is also increasing with 32 students studying the subject in 2017/18. These significant results have been achieved through the dedication and endeavour of both staff and students.

Extracurricular clubs play an integral part of the students' personal development and take place at school lunch-time, after school and at weekends. Student participation rates are extremely high which has meant continued success at local, county and national level. Last year the department has had three teams qualify for national finals.

The school is located on the north-western edge of Macclesfield, next to Macclesfield Rugby Club and adjoining the town's leisure centre, where there is an excellent swimming pool and a good range of other provision including an outdoor athletics track. Our playing fields are extensive and attractively situated and we also have a multi-purpose all weather pitch.

At Fallibroome, we consider ourselves as a sports college in all but name and this is reflected in the commitment, enthusiasm and achievement of this exceptional department.

PE TECHNICIAN

INFORMATION ABOUT THE POST

The Fallibroome Academy is a highly successful and popular school. We require a highly motivated person with effective organisational and communication skills to join the PE Department in this high achieving school. The person appointed will have a keen interest in PE and sport, together with first class administrative, organisational and interpersonal skills.

This is a part-time post working 32.5 hours per week during term-time. The position is graded at NJC Grade 3, spinal points 9-13 with a salary in the range of £11,304 to £12,397 (actual). Whilst the routine working pattern will be 6.5 hours per school day (8.30 am to 3.30 pm with a half hour unpaid lunch break), the successful applicant will be required to commit to a flexible approach to their working pattern in order to meet the specific requirements of the PE Department. This could, for example, involve attendance at extra-curricular activities and/or fixtures after school and at weekends. This will be in consultation with the Director of Teaching & Learning: PE and appropriate notice will be given.

The post-holder will be required to provide practical support to teachers of PE in order that the curriculum can be delivered efficiently and effectively to students. The work will be very varied and will require a degree of multi-tasking and the ability to prioritise tasks. As well as the routine organisation of PE equipment and preparation of teaching materials, the job will also involve word-processing and the input of student data and department finances into spreadsheets. Help with the maintenance of the department's web pages will also be required and training for these skills will be offered as necessary. On occasions, the successful applicant may be deployed to assist in the Student Services Centre, dealing with student enquiries and routine administration.

The successful applicant will be responsible for arranging fixture lists for the wide variety of sports undertaken in school. This will involve liaising with departmental staff both at Fallibroome and at other schools, organising transport and undertaking the administrative tasks associated with these events.

When attending external fixtures, students are often transported in the school mini bus and it is intended that driving the bus will form part of the post holder's duties. Where an individual is not qualified (i.e. does not have category D on their licence), they must be willing to undertake relevant training. This element of the position will be discussed further at interview.

The person appointed to this post must be in sympathy with the ethos of an academy and have an understanding of what we are trying to achieve. As well as the technical and practical skills required to carry out the work outlined in the Job Description, flexibility and a commitment to high standards in personal work are essential for this position. You must also be a good team worker able to relate to a wide variety of people in a complex organisation, and will often need to respond promptly to teachers working under pressure of time.

You must be able to demonstrate a good record of attendance and punctuality in your previous employment and be of smart personal appearance, and you must be willing to undertake additional training as required to support your own professional development.

THE FALLIBROOME ACADEMY – JOB DESCRIPTION

JOB TITLE:	PE Technician	JOB REF:	TFA (T) 005
RESPONSIBLE TO:	Director of Teaching & Learning – PE	GRADE:	3

BASIC JOB PURPOSE

To provide practical support to teachers of PE in order that the curriculum can be delivered efficiently and effectively to students.

MAIN RESPONSIBILITIES

1	Prepare a wide range of equipment/tools for use by teachers and students in the Gymnasium/Training Hall and on relevant sports pitches.
2	Clean and undertake basic maintenance routines on equipment and tools used in all sports areas.
3	Set out and clear away equipment required by school teaching staff and assist in the production of resource materials and teaching aids such as worksheets, plans and coursework for GCSE and Advanced Level classes.
4	Provide practical support and guidance for school staff in the use of materials, workshop techniques, practices and processes and recommend solutions to technical problems encountered.
5	Provide support to students and teachers during lessons in the use of all PE resources.
6	Assume responsibility for the safe storage of students' work, e.g. course work.
7	Liaise with contractors/suppliers and check and sign contractors' completion of any refurbishment and maintenance work in relation to sports equipment.
8	Undertake replenishment ordering and storage of equipment, under the direction of teachers.
9	Undertake the annual department inventory check, notifying all discrepancies or write-offs to the Finance Department.
10	Organise detailed fixture lists for a variety of sports by liaising with staff within the department and from other schools.

11	Co-ordinate and arrange transport to external fixtures.
12	Drive the school minibus.
13	Work closely with staff to help develop the quality and effectiveness of the school newsletter.
14	Assist in the maintenance of the department's database including the input of data.
15	Update and develop the department's homepage through the use of Uniservity.
16	To redeploy to the Student Support Centre as required to support the pastoral administrative functions during unforeseen staff absence or increased workload.
17	To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a senior manager.
18	Actively safeguard and promote the welfare of children at all times.
Notwithstanding the detail in this job description, in accordance with the school's policy the job holder will undertake such work as may be determined by The Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.	

THE POST: PE TECHNICIAN

PERSON SPECIFICATION

We are looking for someone who is trustworthy, reliable, with a strong interest in sport to join a very committed and dynamic team of people who work tirelessly for the benefit of the students and the school. The person appointed must be a good team player of smart appearance and be able to demonstrate a good record of attendance and punctuality in previous employment. We wish to appoint someone who is flexible and used to 'multi-tasking' and who has the personal skills and qualities which best meet the needs of the school and the team.

Experience and Qualifications

- Minimum of 4 GCSEs or equivalent.
- Ability to demonstrate use of administrative process skills in a busy environment.
- Working knowledge of Microsoft Office, particularly Word and Excel.
- Working knowledge of Internet systems, including e-mail (some experience of building and maintaining web pages would be useful, but is not essential).
- Familiarity with data input and the need for accuracy.
- Ability to demonstrate clean and creative display skills on a consistent basis.
- A full clean driving licence, preferably with Category D.

Personal Qualities

1. Excellent written and verbal communication skills.
2. First class organisational skills.
3. Strong interpersonal skills with the ability to relate well to a wide variety of people, including staff, parents, students and external bodies.
4. Sensitivity and absolute discretion.
5. A confident telephone manner and a professional approach to dealing with all enquiries.
6. The ability to work independently and to make decisions on own initiative.
7. Drive, energy and a commitment to high standards in personal work.
8. The ability to work under pressure and to meet deadlines.
9. The potential for growth and development.
10. Enthusiasm and a passion for sport.
11. An Interest in working with children.

THE POST: PE TECHNICIAN

APPLICATION PROCEDURE

If you wish to apply for this post you should complete the enclosed application form, giving the names, addresses and telephone numbers of two professional referees.

Your application **must** also be supported by a concise letter of application that should be typed or word-processed and should contain at least the following information:

- A brief outline of your significant and relevant achievements in any previous employment.
- How you consider that your previous career experience will relate to this position and what benefits this will bring to The Fallibroome Academy.
- An indication of your personal strengths and expertise that you feel makes you an ideal candidate for this post.

CVs will not be accepted in substitution for the completed application form. Candidates are invited, however, to send them in addition to support their application.

Completed applications should be returned to Miss A Childs, Personnel Administrator, by **noon on Friday 27 October.**

Interviews will be held at the beginning of November and you should note that referees may be approached before interview should you be short-listed. Please advise us if this will cause you any difficulties.

If you have not heard from us within three weeks of the closing date, regretfully you must assume that your application has not been successful on this occasion, in which case the Governors would like to thank you for your time and interest in the school.

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The Fallibroome Academy is committed to the safeguarding and promoting the welfare of children and all applicants will be subject to an enhanced disclosure from the Disclosure and Barring Service.