

# PANGBOURNE

## JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

<b>Job Title:</b>	Teaching/Sports Assistant [in Residence]
<b>Reports to:</b>	Head of Key Stage 3
<b>Manages (if appropriate):</b>	N/A
<b>Department:</b>	Academic and Sports
<b>Hours per week:</b> weekends as required	Full Time including at least one evening per week and
<b>Duration of Contract:</b>	Fixed Term for 1 academic year.
<b>Key working relationships:</b>  Head of KS3 Director of Sport Head of Learning Skills (SENCO) Academic Staff Pupils	
<b>Job Summary:</b> <ul style="list-style-type: none"><li>To support pupils in lessons.</li><li>To provide support and coaching expertise to the Sports Department and co-curricular activities.</li></ul>	
<b>Duties and responsibilities:</b> <u><b>Teaching Assistant</b></u> <ul style="list-style-type: none"><li>To develop an understanding of the special educational needs of the pupils in each class and ensure their access to a lesson and its content through clarification, explanation, equipment and materials.</li><li>To work on differentiated activities with individual pupils or an identified group.</li></ul>	

# PANGBOURNE

## **Sports Assistant**

- To coach school teams in a variety of sports whilst taking sole responsibility for at least one age group team in two of the College's major sports (in conjunction with the candidate's preferred sports).
- To support the Director of Sport in ensuring the smooth running of a variety of sport related activities. Including planning for sporting events, including tournaments, opens days and dinners. Start of term preparation and end of term events including, award ceremonies and reports.
- Full participation in and development of extra-curricular activities, 6 afternoon sessions a week including Saturdays.

## **General**

- To build and maintain successful relationships with pupils, treating them with patience, respect and consideration.
- To help keep pupils on task and to build motivation as well as build pupils' confidence and enhance self-esteem.
- To promote the inclusion and acceptance of all pupils and encourage all students to interact and work cooperatively.
- To have formal and informal meetings with teachers as necessary.
- To be involved in keeping records and evaluating the pupils' progress, providing teachers with feedback.
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
- To support evening and weekend activities as required.
- Taking responsibility for individual tasks as agreed with Head of KS3.
- Involvement in tours and trips.
- To contribute to the overall ethos/work/aims of the College.
- Undertake relevant training to the role and whole College INSET as appropriate.
- To comply with health and safety issues and maintain safety levels of equipment, reporting any faults or breakages immediately.

## **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College.

This job description and accompanying documentation do not form part of the employment contract.

# PANGBOURNE

## **Child Protection and Safeguarding Policy**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Child Protection Officer any concerns relating to the safety or welfare of children.

## **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College.

The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

## **Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

## **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

## **Health and Safety**

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.

# PANGBOURNE

*It is the firm policy of the College to promote a happy, professional, yet “family” atmosphere and to develop the potential of all pupils and staff. If ever there is a need to talk over aspects of school, or indeed home-related issues, please speak to your head of department or a colleague.*

*January 2017*

