



Job Description

Title:	Sports Assistant Apprentice
Reports to:	Head of PE
Location:	CHAT
Hours:	36 hours per week
Annual Weeks:	39
Contract Type:	Permanent
Salary:	£4ph

The Organisation:

CHAT is a Multi Academy Trust of five schools run by a board of trustees.

We have a central service team that supports all five schools and includes HR, ICT, premises, finance, communications and media, catering, safeguarding and business support. Each school has a senior leadership team and a governing body.

We are passionate about delivering outstanding education and life chances to our children and their families, and are looking for likeminded individuals to support our work.

In return for your expertise, commitment and hard work we can offer you an opportunity to work for a Trust that has aspirations to grow and develop with community engagement at the centre of the work that we do. We will support you within our team through regular supervision and training opportunities. The Trust also has a pension scheme and a health plan.

You will be part of a growing team who will play a large part in the success of the Trust's plans.

The post

We have an exciting opportunity for an enthusiastic Sports Assistant Apprentice to join our thriving Trust. The post is initially for one year, but could be extended for the right candidate.

We are looking for people who are passionate about sport and wish to share that passion with enthusiastic and energetic young people.

The post would suit someone who is considering a teaching career, however, no teaching experience or qualifications are required. The Sports Assistant Apprentice will work closely with the Head of PE or PE Lead in our schools, other sports coaches and Head Teachers. It is hoped that they will add to the profile of the school and inject energy and enthusiasm into our pupils.

Main duties and responsibilities:

- Assisting with PE lessons with respect to setting up for the lesson and co-ordinating the warm up to help raise attainment.
- Being pro-active within the lesson, by listening to teaching points given by the staff member in charge and helping with correction detail in terms of body position, grip, etc.
- Responsibility for closing down the lesson, ensuring that equipment is put away properly.
- Responsibility for all the PE stores, ensuring that they are kept tidy and ready for the next user.
- Develop and raise profile of department.
- To contribute to the overall ethos, work & aims of the Academy.
- Actively participating in the Performance Management.
- Identify personal training needs and other learning activities as required.

- Develop an understanding of policies & procedures, complying with their contents and raising concerns in a timely manner.
- To recognise own strengths, areas of expertise and use these to advise and support others.
- Contribute to the planning of lessons and work programmes and the devising of suitable activities.
- Support the teaching and learning of individual or groups of pupils, using support strategies appropriate to the needs of pupils, providing feedback and liaising over problems.
- Assist teachers in the evaluation and revision of lessons and work programmes for individuals and groups of pupils and contribute to the monitoring, recording and assessment of pupil progress.
- Contribute to the development of a purposeful working atmosphere promoting fair play and good sporting behaviour and implement the Academy's behaviour and any related policies and procedures.
- To teach individuals or small groups independently and leading whole classes under the supervision of a teacher.
- Co-ordinate, initiate and develop liaison with outside agencies and professionals to secure high quality opportunities for PE and sport within and beyond the timetabled day, ensuring effective communication throughout by undertaking clerical/administrative tasks at the direction of the Head of PE.
- The opportunity for you to accompany various school trips and various sporting events.
- Flexibility to run extra curricular activities either lunchtime, afterschool or during the holidays.
- Assisting with the running of the Duke of Edinburgh Award.
- The post holder may be required to undertake other duties that are commensurate to the post holders abilities, position & grade.

Person Specification

<u>You will need to be:</u>		
You will need to have a professional, pro-active and passionate attitude with outstanding organisational skills. You will need to be committed to providing an excellent service and to the aims and objectives of CHAT as a provider of the highest quality education to children in our area. You will need a flexible approach as you may work across multiple sites and offsite at competitions and fixtures.		
Qualifications and other required experience and skills	Essential	Desirable
GCSE passes A-C in English and Maths	X	
Knowledge and use of a range of PE equipment	X	
Be competent in a range of sporting skills		X
Experience of working with young people		X
Ability to read and understand instructions	X	
Ability to complete basic paperwork	X	
Ability to use Excel, Word and various databases		X
Ability to recognise and report problems	X	
Assist teacher in creating a positive learning environment	X	
Sensitivity to pupils' needs	X	
Ability to communicate clearly	X	
Ability to encourage participation in sport and give feedback to pupils	X	
Ability to maintain appropriate level of confidentiality	X	
Able to work with small groups of pupils when carrying out specific tasks or on field trips etc	X	
Able to make decisions on when to refer queries/problems to another member of staff	X	
Ability to work independently and also as part of a team		

