

**JOB PROFILE**

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| **Post:** | Skills Trainer PE / Sport | |  |
| **Grade:** | £19,097 - £24,039 PA (Pro-rata to work 43 weeks) | |  |
| **Responsible to:** | | Vice Principal | |

**Responsible for:** n/a

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| **JOB PURPOSE:**  The postholder will deliver PE / Sports lessons and activities. They will also supervise students at lunch-time and during the UTC day in the canteen and around the building or undertaking sporting activities on the MUGA and enrichment activities in the Sports Areas / MPS / MUGA.  To deliver, support and supervise PE sessions at SIV (Ponds Forge / EIS).  To support / lead attendance at external fixtures / trips and take an active role within Duke of Edinburgh across both UTCs.  To supervise classes across the curriculum and project time when there are planned / unplanned absences of staff members, ensuring that students are engaging in pre-set work and managing student behaviour to ensure a safe learning environment. | |  |
| **MAIN DUTIES AND RESPONSIBILITIES:**  1 To deliver core PE / Sports lessons as directed at both UTC sites (if required) | | |
| **2** | In the absence of a teacher, to be solely responsible for a class of students, ensuring they are engaged in a learning activity that has been set by a teacher | |
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| **3** | To effectively manage instances of poor behaviour and any other immediate issues or emergencies that arise in accordance with UTC policy | |
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| **4** | To support students to engage with the work provided, including providing support where necessary with literacy, numeracy and organisational skills | |
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| **5** | To liaise with teachers / other relevant staff with regard to work set for a class, and ensure you are suitably equipped and informed to be able to effectively supervise the assigned lesson | |
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| **6** | To feedback to the teacher on student engagement in the set work and also on any issues that may have arisen during the covered lesson(s) | |
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| **7** | To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher’s lesson plans | |
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| **8** | To support project time contributing general activities as appropriate and draw upon this in the event that students complete the pre-set work more quickly than expected, in order to ensure that students are engaged in constructive activity | |
| **9** | To contribute to the development and review of relevant policies (e.g. Cover, Behaviour Management, etc.) | |
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| **10** | To assist in the evaluation of the impact of covered lessons on students and throughout the UTC. | |
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| **11** | To undertake student registration of a class, as required | |
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| **12** | To organise / supervise / referee activities taking place on the MUGA / MPS / Sports Areas. | |
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| **13** | To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with UTC policy | |
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| **14** | To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the college staff team | |
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| **15** | To assist with the organisation of cover for absent colleagues (teachers or support staff), for both planned and unplanned absences | |
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| **16** | To assist in the creation and maintenance of curriculum resources, and creation of visual displays in order to ensure a relevant physical learning environment | |
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| **17** | To undertake administrative duties relevant to the role | |
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| **18** | To invigilate / act as a reader or scribe if required for internal and external tests and examinations under formal conditions | |
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| **19** | When not required to undertake any responsibility falling within the above, you may be directed to provide additional support in the UTC, in accordance with the duties of other similarly or lower graded jobs for which they are suitably skilled/ qualified | |
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| **20** | To undertake midday / break supervision duties | |
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**GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

Individuals must be aware and comply with policies, procedures and practices relating to the safeguarding of children, security, confidentiality and data protection.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

All employees have the responsibility to:

* Ensure any documentation produced is to a high standard and is in line with the corporate branding
* Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
* Participate in training and other learning activities as required
* Support UTC activities including assemblies, attending appropriate UTC events as directed.
* Any other duties deemed reasonable, as directed by the Principal
* Participate in the UTC’s Performance Management process
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* Promote the area of responsibility within the UTC and beyond
* Represent the UTC at events as appropriate
* Support and promote the UTC ethos



**Skills Trainer Sports / PE**

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| **PERSON SPECIFICATION** | **Essential / Desirable**  **E/D** |
| **Qualifications** |  |
| Level 3 qualification or demonstrable suitable experience at this level. | E |
| Sports Coaching qualification  Degree level qualification | D  D |
| Level 2 English and Maths | E |
| **Experience** |  |
| Experience of monitoring learner progress in ways that deliver excellent outcomes | D |
| Experience of facilitating learning / working with students in a formal setting without supervision | E |
| Experience of providing learning support including doing 1:1 support sessions | D |
| Experience of supervising / organising / coaching sports activities | E |
| Experience of working with other agencies e.g. schools, youth service, social services, voluntary sector | E |
| Experience of the creation and maintenance of curriculum resources, and creation of visual displays in order to ensure a relevant physical learning environment | E |
| Recent experience as Learning Support / TA  Experience of providing cover for colleagues who are absent | D  E |
| **Competencies** |  |
| Demonstrate a high level of competency in the use of IT applications e.g. Word, Excel | E |
| Ability to assess own contribution to the work of the UTC  Ability to obtain and verify information about learner’s educational achievements and needs | E  E |
| Ability to manage behaviour in line with the UTC policy | E |
| Ability to help learners to transfer their learning to other parts of their lives. | E |
| Ability to provide a good role model to learners. | E |
| Ability to work in an effective partnership with college staff, parents/carers and other agencies. | E |
| Sound organisational and basic work skills including working to deadlines, record-keeping. | E |
| Empathy with young people facing barriers to their learning. | E |
| An understanding of and a genuine commitment to Equal Opportunities including contributing to diversity policies and programmes in relation to discriminatory behaviour. | E |
| Ability to operate safeguarding procedures to best effect | E |