

**Physical Education Teaching Assistant**

**Job Description**

**(Full Time)**

To provide support to the PE Department and to help to run a variety of extra-curricular activities and sports teams, in order to increase the opportunity for high achievement and memorable moments for the children. To be a responsible member of staff and role model for the children.

Reporting to the Director of Sport and the Headmaster

**Skills / Personal Qualities**

* Highly committed to the vision of the department
* Proactive and the ability to ‘think on your feet’ is essential
* An interest in a wide range of sporting activities
* Ability to motivate students. Friendly and able to fit into a team
* ICT efficient, particularly concerning excel and use of the internet

**Duties**

* Assisting/teaching a full range of PE lessons (Nursery to Year 6)
* Assisting/teaching swimming (Years 1-6)
* Coaching/running teams (depending on qualifications) in football, netball, hockey, tag-rugby, rounders, tennis, athletics, cricket, basketball, gymnastics and swimming.
* Officiating as required in some or all of the above.
* Running/ assisting with before and after school extra-curricular activities.
* Assisting at sports events - Swimming Galas, Sports Day and Tournaments.
* Undertaking departmental administration.
* Supervisory duties – playground and lunch duties
* Attending school events - Parents’ Evenings, Prizegiving and Educational visits (including residential)