



# ROBERT MELLORS PRIMARY ACADEMY

<b>1. Title of Post:</b>	Sports Teaching Assistant	<b>2. Reporting to</b>	PE Lead
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<b>3. Grade:</b>	Redhill Trust Band 7 (pt 32-36)
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## 4. Main Purpose of the Job:

The TA will support pupils, parents, teachers and the school to establish a supportive and nurturing learning environment in which all , whatever their needs, can access and participate in a range of sporting activities across the Academy.

## 5. Main Responsibilities of the Job:

1.	Plan and deliver sports activities for lessons, including taking PE lessons or leading lessons alongside class teachers
2.	Assist classroom teachers in their work in ensuring that pupils including with special education needs make good progress and participate in lessons
3	Run sports clubs at lunchtimes and after school and support other PE interventions where required
4	Observe, record and feedback information on pupil performance
5.	Work with class teachers to ensure that teaching and resources are adjusted in line with Individual Pen Portraits – helping prepare resources as necessary
6	Provide administrative support to Academy staff by ensuring teaching resources are prepared to an excellent standard and on time for classroom use
7.	Encouraging acceptance and inclusion of the child with special needs and promoting individual students' self esteem
9.	Act as a Key Worker for some students with special educational needs by retaining and oversight of their progress and participation (where deemed appropriate)
11	To undertake break time and lunchtime duties as directed
12.	Assist the teaching staff in the smooth transition between educational phases
13.	Acting in line with the Academy's policies and procedures
14.	Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate
17.	to provide mentoring support to individual pupilsT
18.	To provide intimate/personal care for students if required
19	Manual handling if required – training will be provided
20	Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the provision that normally any changes of a permanent nature shall be incorporated into the job description in specific terms

	<b>Essential/ Desirable</b>
<b>Qualification Criteria</b>	
Right to work in the UK	<b>E</b>
Teaching Assistant qualification	<b>D</b>
<b>Experience</b>	
Experience of working with young people or adults in a paid/voluntary capacity	<b>E</b>
Experience of delivering sport across all primary age groups (ideally including nursery age)	<b>D</b>
Experience of planning PE lessons	<b>E</b>
Experience of assessing pupils progress	<b>D</b>
Previous experience of working with children with special needs.	<b>D</b>
<b>Personal Characteristics</b>	
Genuine passion and a belief in the potential of every pupil	<b>E</b>
Helpful, positive, calm and caring nature	<b>E</b>
Able to establish good working relationships with colleagues and pupils	<b>E</b>
Able to follow instructions accurately but make good judgements and lead when required	<b>E</b>
Motivation to continually improve standards and achieve excellence	<b>E</b>
Committed to the safeguarding and welfare of all pupils in the academy	<b>E</b>
<b>Specific skills</b>	
Good communications skills, written and aural	<b>E</b>
Excellent numeracy and literacy skills	<b>E</b>
Competent with computers and other technology	<b>E</b>
Able to understand and implement strategies and methods to help pupils make good progress	<b>E</b>
Understand the importance of confidentiality and discretion	<b>E</b>
<b>Other desirable skills</b>	
Have a broad knowledge of the PE curriculum.	<b>D</b>
To run an extra-curricular activity for pupils across the academy	<b>D</b>

Robert Mellors Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to support the school in the delivery of this.

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.