



# Stretford High School

## JOB DESCRIPTION: PE TECHNICIAN

**Salary:** Band 1 scp 2-3

Full time (36.25 hours per week) term time plus 2 weeks (i.e. 40 weeks)

**Job Purpose:**

To organise, deliver and develop technical services to the PE department to support the teaching and delivery of PE subjects, providing support for students, staff, curriculum and the school.

**Main duties and responsibilities:**

- To develop and maintain safe effective systems for PE technical support.
- To provide administrative support to the PE department.
- Planning and organising PE Sessions.
- Assisting the teacher in delivering PE lessons.
- Supporting our most vulnerable students with any additional needs.
- Contribute to the extra-curricular offer from the department and provide opportunities for students to pursue a range of sports where possible.
- At all times to be a positive role model to all students with regard to punctuality, attendance, daily interactions and all forms of communication.
- To ensure the application of Health and Safety procedures and to raise awareness of H & S issues in relation to PE.
- To work in collaboration with the Head of Department to ensure risk assessments are carried out.
- To manage sports equipment and materials and ensure appropriate stock levels are maintained
- To liaise with the Head of Department and site staff to ensure any equipment problems are rectified and a safe environment is maintained for staff and students.
- To carry out and log regular checks as required.
- Participate in training and other learning activities and performance management as required.
- Develop and maintain working relationships with other practitioners and professionals within school
- Contribute to the overall ethos, work and aims of the school
- Support with the staff break/lunchtime duty rota and to supervise students during social times



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- To undertake any other duties commensurate with the grading of the post as directed by the Headteacher

## **Generic role requirements:**

- To uphold Health and Safety requirements in the role at all times.
- To uphold the School's Code of Conduct and all other Policy requirements.
- To act at all times to ensure the safeguarding of young people in line with school policies and protocols.
- To be conversant and act in accordance with all Keeping Children safe in Education policies, seeking clarification from the Senior Leadership Team if required.

## **Person Specification**

### Education/Qualifications

- Will hold minimum GCSE C+ qualifications/equivalent in English and Maths – E
- Willingness to undertake training as necessary (including first aid training) – E
- An interest in PE and Sport – E

### Skills/Knowledge/Experience

- Good communication skills including the ability to build effective working relationships with colleagues and also students – E
- Awareness of the importance of health and safety in the workplace – E
- Excellent organisational skills – methodical and systematic in organising workload and individual tasks – E
- Good ICT skills
- Ability to plan and prioritise one's own work, and meet deadlines - E
- Ability to work as part of a team, and individually – E
- Ability to deal with challenging situations – E
- Skills in engaging, motivating and inspiring young people aged 11-16 to learn - D