

# Rutlish School



## Physical Education Technician

(Term-time only– 39 weeks)

### Job Information Pack

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# RUTLISH SCHOOL

Watery Lane, Merton, SW20 9AD  
Headteacher: Ms Laura Howarth

## Physical Education Technician (term-time 39 weeks)

**Grade:** ME4, Point 3-4  
**Contract:** 30hours per week x 39weeks per year  
**Salary:** Full time £21,408 - £21,795  
Actual £15,820 – £16,106  
**Proposed Start Date:** January 2022 (ASAP)

Rutlish is a highly successful, oversubscribed comprehensive school located in the leafy suburbs of Wimbledon.

In April 2017, Ofsted rated Rutlish as “outstanding” and in 2019 Rutlish was ranked as the top non-selective State funded boys’ school in England, based on the progress students made between KS2 and KS4. In addition, our Sixth Form students were ranked in the top twenty for non-selective State funded boys’ schools in England.

We require an enthusiastic, inspirational and dedicated PE Technician with energy and commitment to join this high achieving, happy and successful team.

**Deadline:** Applications should be submitted to: [Jobs@rutlish.merton.sch.uk](mailto:Jobs@rutlish.merton.sch.uk) by **10.00am on Wednesday 8<sup>th</sup> December 2021**. Your supporting statement should be no more than two sides of A4, font size 11.

If you have any queries regarding this post, please contact [administration@rutlish.merton.sch.uk](mailto:administration@rutlish.merton.sch.uk)

### NO AGENCIES or CVs PLEASE

*We are committed to safeguarding the welfare of children in line with Keeping Children Safe in Education. All applicants are required to undertake an enhanced Disclosure and Barring Service check. We fully support the London Borough of Merton's Equal Opportunities Policy.*

*Deadline: 10.00am on Wednesday 8<sup>th</sup> December 2021*

# PE at Rutlish



## Facilities

We are proud of our excellent facilities which include a full size sports hall, gymnasium, pavilion with indoor fitness area, hard court area, outdoor basketball court and a large playing field. We are also fortunate to have access to additional off-site facilities as part of the Rutlish Foundation.



## Staff

The department currently comprises six experienced teachers. We welcome applications from those who are ready to join this department and work as part of a highly effective team.

## Curriculum

The KS3 curriculum follows the national curriculum and supports our three major games of rugby, football and cricket. In Year 7 the students are taught gymnastics which leads into trampolining from Year 8 onwards. Athletics, net games, striking and fielding games plus orienteering make up the remaining KS3 activities. At KS4 students all take part in PE and can enhance their studies through GCSE PE or Level 2 BTEC Sport. We have a co-educational sixth form (RR6) where Level 3 BTEC Sport is offered in partnership with Ricards Lodge High School.



## Enrichment

Sporting opportunities are a vital and integral part of our enrichment offer from Years 7-13. At present activities include rugby, football, table tennis, badminton, indoor rowing, tennis, cricket, trampolining and athletics. The school is highly successful in all its sporting fixtures.

We have a long standing relationships with Old Rutlishians, Wilton Tennis Club and Cranleigh Tennis Club. We also contribute to the ball boys at the AELTC and regularly have boys on Centre Court during the major championship each year. We have very strong links with the Merton Schools Sports Partnership and many of our students act as Sports Leaders for their events.

**Post:** PE Technician  
**Contract:** Permanent (30 hours a week; flexible arrangement to support the school extra-curricular programme)  
**Responsible to:** Head of Department

In liaison with the Head of Department and PE teachers, you will be responsible for ensuring equipment is prepared in advance of practical lessons.

You will also be required to transport students to and from both in and out of hours scheduled sporting fixtures.

You will support staff in the provision of extracurricular activities including the Duke of Edinburgh Award, clubs and visits.

You must have the ability to work effectively as part of a team and with academic staff and students with a commitment to maintaining safe working practice.

This position requires a degree of physical effort e.g. moving kit / equipment / stock and also a clean drivers licence.

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### Specific Duties

- In liaison with the HoD schedule and plan the use of equipment and teaching aids
- Prepare equipment for lessons
- Maintain equipment and ensure any damaged items are replaced
- Using the school's facilities, wash and prepare kit for extra-curricular activities
- Liaison with Site and Ground staff
- Drive and escort students to and from sporting fixtures. A clean driving licence is required and a D1 qualification or willingness to achieve this is essential.

### General

- Liaise with teachers and students in order to ensure appropriate equipment is available to support the curriculum
- Assist PE teachers and students with specific projects
- Assist with the provision of extracurricular activities including the Duke of Edinburgh Award, clubs and visits.
- Support sports activities e.g. attend sports fixtures and officiate matches
- Prepare, mount and dismantle departmental display boards
- Prepare resources to support the curriculum
- Assisting PE teachers in the maintenance of their facilities
- Stock control – ordering and receiving deliveries and issuing materials and equipment to staff and students at the start and end of each lesson.
- Maintaining the equipment storage facilities in an organised fashion. Assist with the handing out and return of equipment at the start and end of PE lessons when available.
- Ensuring health and safety procedures and practices are in line with statutory and institutional requirements, maintaining good housekeeping and security in the area of working
- When appropriate, to be present at the Pavilion to collect and distribute equipment for lessons
- Where qualified, to lead sporting activities in specific lessons and to assist with the delivery of activities where not qualified
- To be a School First Aider
- To complete other necessary duties as required, e.g. administration, invigilation
- To follow all school staff policies and procedures, particularly with regard to safeguarding

# Rutlish School

## Person Specification

**Post:** PE Technician  
**Responsible to:** Head of Department  
**Responsible for:** Assisting the effective and efficient organisation of the department

### Experience:

- An interest in a variety of sports and physical activities
- Experience of using ICT
- Working effectively as part of a team
- Assisting with extra-curricular activities, clubs or fixtures

### Specific Skills:

- Enthusiasm for sports and physical wellbeing
- Good relationships with students and staff
- Ability to communicate effectively orally and in writing
- Ability to input and analyse information
- Ability to promote the participation and competition sport
- First aid knowledge
- A basic understanding of Health and Safety and risk assessment
- A clean driving license

### Personal Qualities:

- Desire to learn
- Highly motivated
- Good organisational and inter-personal skills
- Ability to work within a team
- Ability to manage resources with good attention to detail
- High expectations of self and others
- Commitment to enrichment and enhancement activities
- Work calmly under pressure