**GENERAL - Job Description**

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| **JOB TITLE**: PE and School Sport Apprentice | |
| **GRADE**  **£111.00 per week** | **Hours :**  **2 days within Vandyke School PE Department**  **2 days within Leighton Linslade School Sports Partnership**  **1 day in Training with approved provider** |
| **MAIN PURPOSE OF THE JOB**  To assist the school in the development of PE and School Sport, providing technical, practical, administrative and classroom support within the School.  To support the School Sports Partnership in development of the School Games Programme, Active 30:30, Out of School Hours Learning and Sports Development    Contract 30hrs/week, 52weeks/year. Working pattern to be agreed with the School, likely to be 37hrs/week term time only. | |
| **SUMMARY OF DUTIES -**     * Lead on organisation of inter-school fixtures and events, including the fixture calendar, communications with schools, mini-bus bookings and fixture sheets. * Inspect equipment regularly to ensure Health and Safety is paramount for students and update Risk Assessments each term. * Preparing resources for theory-based lessons and equipment for practical lessons. * Develop productive working relationships with colleagues by: Attending weekly faculty meetings; auditing faculty requirements on a daily, weekly basis and supporting faculty members in lessons. * Auditing, ordering and maintaining the stock of equipment and distributing resources at the end of every term. * Manage a project e.g. collect data on Club-Xtra participation and collate registers twice a term. * Organise School Games Events, Level 1,2 and support Level 3 * Prepare Team-Kits (washing and drying) for fixtures; Team sheets to front office; first aid and water bottles for all Club-Xtra fixtures/events * Participate in appropriate professional staff development opportunities, in service, sport-related coaching qualifications. * Making displays e.g. mounting of team-sheets, course-information, team pictures etc * Deliver School Sports Partnership Intervention clubs and sessions in Lower, Middle and Upper School.   **Further to this (and dependent upon time available the successful candidate may be expected to assist with the following):**   * Recording live footage of GCSE and A-Level practical performances and editing where necessary. * Collating assessment end of unit core PE assessment grades. * Throughout the apprenticeship the successful candidate will expected to complete a log-book relating to the following module:- ‘Allocate and monitor the progress and quality of work in your area of responsibility’   **General Duties:**  These tasks are subject to change depending on needs of the school and sports partnership | |

**PERSON SPECIFICATION**

**PE Apprentice**

The person specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

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| **Attributes / Qualifications** | **Essential** | **Desirable** | **How**  **Identified** |
| Education and Qualification | Sufficient literacy and numeracy to undertake the tasks and duties of the role |  | Application form and interview |
| Experience | Experience of completing tasks to deadlines    Basic experience of providing physical education support.    Experience in following instructions, procedures and policies |  | Application form and interview |
| Skills and Abilities | Ability to support the PE department in providing technical, practical, administration and classroom support    Knowledge of Microsoft Office, including; word, excel, etc.    Good written and oral communication skills    Proven organisational skills    Ability to work to tight deadlines    Ability to work effectively as part of a  Team    Ability to work with a minimum of  Supervision | Experience of working in a school  or local  government environment | Application form and interview |
| Work circumstances | Committed to personal development    Willing to Complete apprenticeship in relevant area    Occasional working outside of normal school hours may be required |  | Application form and interview |