



Bridgewater High School

P.E. SPORTS ASSISTANT **JOB DESCRIPTION**

Job Title	PE Sports Assistant
Grade	Grade 4 (SCP 6-7) Actual Salary £10808.61 - £11024.55
Location of work	Bridgewater High School Upper and Lower Sites
Directly responsible to	Head of PE
Hours of Duty	25 hours per week/38 weeks per year
Primary Post and Scope of the Job	Working across both sites, the post holder will support and assist the PE staff in the organisation, preparation and maintenance of equipment and materials for both curricular and extra-curricular programmes, assist in the preparation of sporting fixtures and support the administration of the PE enrichment curriculum.
Working Relationships	Head of PE PE staff Extra-curricular instructors and coaches Premises team Sports contractors
Key Tasks and Accountabilities	<ul style="list-style-type: none">• The post holder must carry out the duties with full regard to the School's Performance Plan, Equality and Diversity Policy and Health and Safety Policy.• To work alongside the PE teachers in lessons to improve student's learning and progress.• To work alongside students to support them in their PE development and performance.• Provide cover for PE lessons throughout the year.• Attend departmental meetings and INSET meetings.• Be responsible for the preparation of resources and equipment for the curriculum and select and manage the sporting teams throughout the week.• Assist in the organisation of sporting fixtures, being responsible for the confirmation of all arrangements and the completion and filing of relevant paperwork.• To assist with refereeing and umpiring sports fixtures.• Have responsibility for the cleaning, maintenance and repair for a range of outdoor and indoor PE equipment, liaising with the school's premises team and contractors as required ensuring that the equipment is available when required. This may involve working with the school's maintenance team in preparing the grounds for sporting activities.• Carry out weekly, monthly and annual health and safety checks, maintaining a register of all PE equipment, reporting the results to the Head of PE and assist the Head of PE in managing any relevant remedial works.• To facilitate the organisation of supplies and resources including:<ul style="list-style-type: none">– purchasing and distribution of supplies and resources to appropriate areas of the department

	<ul style="list-style-type: none"> – ensuring spare PE and team kit is washed and available for use by students • To organise the preparation of classroom and corridor displays for the department, providing and maintaining stimulating curricular related displays and information on team and enrichment activities. • To assist with departmental administrative tasks as required. • Be willing to undertake First Aid training and hold a First Aid at Work Certificate • The post holder is responsible for the safeguarding and promotion of the welfare of children. • Undertake such additional duties as are reasonably commensurate with the level of this post. •
Review Arrangements	<p>The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.</p>
Date Job Description prepared/revised: 6th June 2019 Prepared/revised by: Jill Stanton	



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P.E. SPORTS ASSISTANT PERSON SPECIFICATION

	Essential	Desirable
Knowledge, skills and abilities		
Demonstrate effective skills in working with children.		x
Have good communication skills to effectively transfer information to a variety of audiences both verbally and in writing.	x	
Demonstrate the ability to establish good working relationships with staff, pupils and all stakeholders.	x	
Able to liaise with school employees, school leadership team and external visitors.	x	
Well-organised and able to work to deadlines.	x	
Able to prioritise and work on own initiative with little close supervision.	x	
Demonstrate flexibility	x	
Experience		
Experience in carrying out PE equipment maintenance and cleaning.		x
Experience of working/awareness of an education environment.		x
Experience in the preparation of resources and materials for PE activities.		x
Experience in carrying out PE equipment maintenance and cleaning.		x
Education/Qualifications/Knowledge		
Minimum educational qualifications of 5 GCSEs or equivalent (including English & Maths at grade C/4 or above)	x	
First Aid at Work Qualification		x
Other Requirements		
Be willing to hold and use a First Aid at Work qualification		
Commitment to Equal Opportunities		
Ability to understand and demonstrate commitment to equality and diversity		
<ul style="list-style-type: none"> This post is subject to an Enhanced DBS check Whilst all points on the specification are important, those marked 'Essential' are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. 		