

# MEADOW HIGH SCHOOL

## Job Description

- JOB TITLE:** Physical Education TA with Technician Responsibilities
- WEEKS:** 39 (Term Time Only)
- HOURS:** 32.5 hrs per week which will require flexibility at certain times of the year.
- GRADE:** Scale 4

**REPORTS TO:** Team Leader

Subject specific day to day duties will be directed by the Faculty Leader, or a team member in their absence, with priorities specified by the Faculty Leader (Training Manager)

**Purpose of role**

To work under the direct instruction/guidance of teaching staff, to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside of the teaching area.

Supervision of whole classes occasionally during the short-term absence of teachers. Primary focus will be to maintain good order and to keep pupils on task, respond to questions and generally assist pupils to undertake set activities.

To supervise and support pupils whilst completing pre prepared work and during play / unstructured times.

**General**

**Key Responsibilities:**

- Ensuring that the classrooms are a safe working environment doing daily checks on health and safety, reducing hazards and organising storage.
- To support teachers in the delivery and setting up of lessons across the faculty, supporting pupils with the use of specialised equipment.
- Clearing away lesson equipment, organising resources and the returning of pupil work as stipulated by Faculty Teachers/Leader.
- To make examples when required by teachers for lessons and to support individual pupils' needs.
- To be responsible for the maintenance of stock, including ordering, stock taking and storage under the direction of the Faculty Leader.
- Helping research opportunities for outreach programs, external links and fundraising.
- Supervise and provide particular support for pupils, ensuring their safety and access to learning activities
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.

- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required
- To be involved with the writing of targets, attend Annual Reviews and to support their implementation
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school, at lunchtimes and during clubs.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.
- To follow and maintain the allocated timetable and daily working routine, in a timely manner, as directed by the Faculty Leader.
- To flexibly support in the organisation and participation in Faculty events, cross curricular and extracurricular activities as allocated by the Faculty Leader.
- To do allocated duty at before/ after / during school breaks assigned on the duty rota.

### **Pupil Support**

- Attend to the pupil's personal needs and implement related personal programmes, including social, health, physical, hygiene, and first aid and welfare matters if required.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher. Keeping teachers informed of developments in pupil progress/needs.
- Have an understanding and acceptance of pupils' emotional and behavioural needs.
- To support individual pupils in learning activities (including ICT/Assisted Technology) and develop pupils' competence and independence.

### **Teacher Support:**

- Create and maintain a purposeful, orderly and supportive SCERTS compliant environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals. Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.

- Provide detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
- Establish constructive relationships with parents/carers.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money, trip/event organisation etc.
- To inform the Performance Manager and Faculty Leader of occurrences that might affect the routine working day.

### **Subject Specific Responsibilities:**

- Ensuring PE equipment is up to date, including being kept tidy and organised in cupboards
- Leading and supporting the preparation of the equipment before each lesson, adhering to the PE risk assessments/ sport being taught i.e. shot put is set up safely, footballs are pumped up
- Supporting the delivery of the PE lessons in small groups (particularly with specialist topics like trampolining, javelining etc.)
- To lead or support on swimming trips, in small groups
- To undertake a lifeguarding course to facilitate swimming lessons
- To ensure weekly washing of borrowed PE kit and putting away for use again
- To lead or support on PE trips
- To accompany Sports Leaders on their course (off site) when required
- Admin support, such as; recording scores/ assessments, making sure PLIMS are up to date and in place, class lists
- Supporting with Sports Week (preparation before and support during)
- Leading a structured sports activity during break/ lunchtimes e.g. basketball
- To lead on play equipment in the school playground. This will include:
  - The equipment is safe and up to date
  - Ordering new equipment if needed
  - Writing and reviewing risk assessments, ensuring they are in place for and available for all staff
  - Creating rules and resources for relevant equipment / areas e.g. MUGA
  - Liaising with Team Leaders to ensure equipment / activities are effectively staffed

### **Safeguarding:**

- Understand and implement all Safeguarding policies and procedures in relation to working with children and young people.
- Ensure that you fully understand and implement all of the roles and responsibilities in relation to Safeguarding Children and Young People
- This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Abide by the objectives and targets of both the Senior Manager and the Governing Body, and follow the procedures and practices utilised in all aspects of the work,

including computerised and manual systems and the maintenance of relevant records

**Annual Review:**

This job description will be reviewed annually and may be subject to amendment or modification at any time, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

**Personal and Professional Conduct:**

Staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.

Staff must uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to staffs professional position
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

The post holder may also be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post. This would be subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

To ensure Meadow High School can provide suitable supervision and support for pupils, staff may occasionally be deployed to other locations which form part of the premises of the school, or elsewhere as may reasonably be required by the Headteacher of the school from time to time.

Dated: June 2023

Signed & Agreed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

SLT Counter Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**MEADOW HIGH SCHOOL**  
**Person Specification PE TA**

Person Specification					
Training and Qualifications					
	Essential or Desirable	E - Essential D- Desirable	Application	Interview	Observation / Task
1.	Hold (or working towards) an NVQ 3 for Teaching Assistants or equivalent qualification or experience.	E	/	/	
2.	First Aid trained	D	/		
3.	Holds a valid driving licence	D	/	/	
4.	Lifeguard Qualification	D	/		
Experience, Skills and Attributes					
	Essential or Desirable	E - Essential D- Desirable	Application	Interview	Observation / Task
5.	Strong interpersonal and communication skills	E	/		/
6.	ICT literate - learn assessment system and enter data	E	/		
7.	Excellent time management and organisational skills, with attention for detail.	E	/		/
8.	Working knowledge of relevant Health and Safety policies/codes of practice/legislation.	D	/		
9.	Experience of supporting with off-site activities	D	/	/	
Personal Qualities					
	Essential or Desirable	E - Essential D- Desirable	Application	Interview	Observation / Task
10.	Positive, enthusiastic, Confident	E	/	/	/

	and assertive				
11.	A proactive team player	E	/	/	/
12.	Flexible, in order to accommodate changes in work priorities.	E	/	/	/
13.	Understand and respect the principle of confidentiality	E	/		/
14.	High professional standards of yourself and students.	E	/		/
15.	Ability to think creatively and demonstrate initiative, dealing calmly with different situations as they arise.	E	/		/

### Philosophy and Ethos

	Essential or Desirable	E - Essential D- Desirable	Application	Interview	Observation / Task
16.	A commitment to safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the School's safeguarding policy.	E	/	/	/
17.	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	/		/
18.	Contribute positively to the overall ethos, objectives and aims of the School.	E		/	

### Health and Safety

	Essential or Desirable	E - Essential D- Desirable	Application	Interview	Observation / Task
19.	Support the health and safety training initiatives and to actively participate in this area.	E		/	/