



THE ALICE SMITH SCHOOLS ASSOCIATION
(1923-A)

POST: PE/SPORTS Specialist

Purpose

The PE/Sport Specialist provides a professional standard of assistance for the teaching staff in the PE and Sport department. They will provide support through a wide variety of methods as decided in consultation between the Head of Sport Primary Campus and the Head of PE Primary Campus. They will ensure that teaching staff have the fundamental support needed to produce high quality lessons, as deemed necessary by the Head of PE and in support of the curriculum PE programme. They will provide administrative support to the Head of Sport and the school's sports programme and will have a large role in coordinating facilities and equipment.

Expectations

In addition to being an effective team player, the PE/Sports Specialist is expected to have, or demonstrate the capacity to develop, skills and attributes in the following key areas deemed necessary for the position:

- Ability to work independently and a willingness to lead when necessary
- Communication skills including good spoken, and excellent written English
- Maintain positive interactions with the wider school community
- Knowledge of the British education system, particularly P.E.
- Education/Coaching experience
- Education/Coaching qualifications
- Experience of working with children
- Experience of supervising children on residential school trips
- Good knowledge of main ICT packages

Main tasks

1. Coaching & Teaching

- To provide specialist lesson cover when required, (entitlement to financial remuneration will be available when specialist cover is necessary over a prolonged period of time).
- To assist the teaching staff in lessons as directed. Dependent upon experience and qualifications this may include 1:1 support of children with a range of educational needs, co-teaching and/or team-teaching lessons with others members of PE/Sport staff (*NOTE: In accordance with the PE department's current philosophy and policies the PE/Sport Specialist will be expected to be present in all EYFS PE lessons ~ currently approx. 7.3 hours per week*).
- To take on coaching and supervisory responsibilities in ECAs and representative sports teams in local, regional and overseas fixtures and competitions.

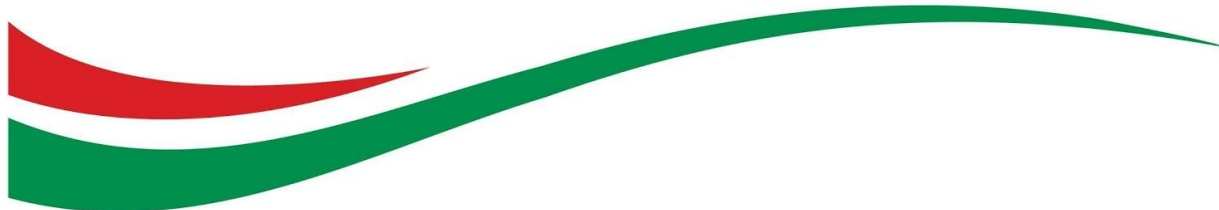
Primary Campus

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Secondary Campus

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www.alice-smith.edu.my



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2. Administrative Support

- To provide administrative assistance (under the guidance of the Heads of Sport and PE) in the day-to-day running of the Sports and PE programme (*NOTE: In accordance with the Sports department's current programme of activities a minimum of 1 hour per day should be devoted to these tasks*).
- Support and lead (as necessary) the making of arrangements for services and personnel related to fixtures/tournaments and assist the ECA coordinator with other arrangements.
- Support and lead (as necessary) the administrative arrangements for local and overseas sports trips.
- Assist with maintenance and production of display material (both electronic and paper) for the Sport/PE areas.

3. Facilities and Equipment

- Assist with the setup and packing away of equipment for both PE lessons and extra curricular sports activities.
- To monitor and report sports facility damage/maintenance/cleaning and coordinate with the maintenance team to arrange for repairs.
- To maintain and tidy equipment on a daily basis (*i.e. at least 15 mins*) and to report damage/maintenance issues.
- Oversee the management of sports team kits.

OTHER

Any other suitable and reasonable duty as specified by the Head of PE and Head of Sports.