

## **SPORT RECREATION AND LEISURE TECHNICIAN JOB DESCRIPTION**

**HOURS:** 37 hours per week, term time + 5 days

### **JOB PURPOSE:**

To provide the Sports, Recreation and Leisure Area of Learning with effective technician support in delivery of all sport courses, curricular and extracurricular activities in keeping with the development plan and mission statement of the academy.

### **RESPONSIBLE TO:**

Director of Personalising Learning- Sport Recreation and Leisure / Subject Leaders

### **LIAISES WITH:**

Director of Personalising Learning – Sport Recreation and Leisure all teaching staff, associate staff, suppliers and contractors.

### **MAIN AREAS OF RESPONSIBILITY**

- To assist Physical Education staff in developing appropriate resources for teaching and learning.
- Under the direction of the DOPL and Facilities Manager, ensure that all Health & Safety requirements are met.
- To assist in administrative duties as appropriate.
- To maintain and monitor consumables and equipment in Sport Recreation and Leisure to ensure all pupils are able to access a wide range materials and processes as part of their Technology provision
- To assist teaching staff in promoting and raising the profile of Sport Recreation and Leisure within and outside School
- To support the development and use of video analysis software within PE / BTEC lessons.
- To support the development and delivery of the curriculum, examination and extra-curricular activities in Sport Recreation and Leisure.

### **KEY TASKS**

- To prepare materials & equipment for practical lessons including storage before and after lessons.

- To maintain machinery and equipment in accordance with Health & Safety requirements.
- Carry out weekly Health and Safety checks on all equipment and machinery and report directly the Subject Leader and DOPL.
- Assist Subject Leaders in the production of Risk and COSHH assessments.
- To maintain and carry out weekly maintenance of all equipment.
- To maintain a current First Aid Certificate
- To carry out a range of administration duties including: inputting data, material stock lists, project material/resource lists and preparing teaching material and booklets.
- To maintain and monitor stock control.
- To assist the Subject Leader and DOPL in the ordering of materials and equipment.
- To carry out weekly material and equipment checks across all Sport Recreation and Leisure areas.
- To assist staff in preparing and setting up displays/ facilities for outside events.
- To assist staff in the production and updating of Sport Recreation and Leisure displays within the School.
- To be proficient in the use of the range of equipment and provide technical support during lesson time.
- To be proficient in a range of Sport Recreation and Leisure equipment as stipulated by the DOPL and provide technical support during lesson time.
- To provide technical support to staff and students during lesson time as required.
- To provide technical support to staff during the development of new delivery material.
- To attend and participate in development meetings.

#### **SUPPORT FOR BRADFORD ACADEMY**

- 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. To uphold the school's policy in respect of Safeguarding including committing to the Code of Ethical Practice



- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop
- Contribute to the overall ethos and aims of Bradford Academy
- Establish good relationships and communicate with other agencies and professionals in liaison with the teacher, to support the development, achievement and progress of the learners.
- Attend and participate in regular meetings where appropriate
- To be a member of the Academy Professional Learning Community and attend staff training when required.

**SPORT RECREATION AND LEISURE TECHNICIAN  
PERSON SPECIFICATION**

**EXPERIENCE**

**Essential**

- ♦ Experience of working in a school
- ♦ Experience of working as part of a team.

**Desirable**

- ♦ Working collaboratively with external agencies.
- ♦ Experience of working in a sporting environment

**QUALIFICATIONS**

**Essential**

- ♦ GCSE A-C in English, Mathematics and PE appropriate level 2 qualifications
- ♦ A – level or higher qualification in Physical Education, Sports Development or equivalent

**Desirable**

- ♦ National Governing Body Coaching Award Level 1 in at least one sport

**TRAINING**

**Essential**

- ♦ Willingness to undertake training in relevant areas.
- ♦ Evidence of previous personal development

**Desirable**

- ♦ Health and Safety training as appropriate.
- ♦ First Aid Certificate

**SPECIAL KNOWLEDGE AND SKILLS**

**Essential**

- ♦ An understanding of the needs of a multicultural society.
- ♦ Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation
- ♦ Knowledge of Health and Safety requirements
- ♦ Knowledge of technical requirements of Sports Recreation and Leisure.

**Desirable**

- ♦ Knowledge of school procedures.

### **PERSONAL CIRCUMSTANCES**

#### **Essential**

- ♦ Good timekeeping – must be able to report for work at specific times.
- ♦ Will not require time off in term-time (save for compassionate leave).
- ♦ Flexible

### **DISPOSITION AND ATTITUDE**

#### **Essential**

- ♦ Enthusiastic, good sense of humour.
- ♦ Able to act in a firm, but fair manner.
- ♦ Able to lead and work as part of a team.
- ♦ Ability to remain calm and reflective when working in a challenging environment.
- ♦ Ability to consult and seek advice when professional necessary Willing to carry out a range of welfare and non-teaching tasks.
- ♦ Ability to inspire, motivate and support pupils and staff
- ♦ **a willingness to commit to the Academy code of ethical practice in order that safeguarding policies can be fully implemented.**

### **PRACTICAL AND INTELLECTUAL SKILLS**

#### **Essential**

- ♦ Able to keep appropriate records.
- ♦ Good standard of written and spoken English
- ♦ Evidence the ability to listen and communicate effectively both orally and in writing to a variety of audiences

### **PHYSICAL SENSORY**

#### **Essential**

- ♦ Ability to cope with requirements of post.
- ♦ For posts working with learners who have physical difficulties it may be necessary for the postholder to be capable of lifting and carrying learners.
- ♦ Minimum age of 18 years of age.