

**Parkgate House School**

**Teaching Assistant with Sports Specialism Job Description**

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| **Role** | Teaching Assistant with Sports Specialism |
| **Position reports into** | This position reports into the Class Teacher, Head of Department (direct line manager) |
| **Applicable Contract Terms and Duties** | This job description is to be performed in accordance with the Service Contract. |
| **Terms / Hours of Work (in brief)** | Autumn, Spring and Summer TermsPlus termly inset daysPlus an additional week at the end of each of the three terms (School Activity Weeks)Plus all school eventsHours of work during term time (as varied from year to year)Monday & Wednesday – 8.00am to 5.30pm. Tuesday & Thursday – 7.45am to 5.30pm. Friday – 8.00am to 4.00pm. |
| **Staff Benefits** | Complimentary daily lunchStaff Pension Scheme |

**Purpose of job**

To assist the team of staff in delivering the curriculum in a safe and purposeful learning environment.

**Main duties**

* Assist the class teacher in planning and delivering the curriculum.
* Take direction from class teacher but also work on own initiative.
* Know and adhere to the school’s Teaching Assistant Standards where appropriate.
* Ensure good working relations between the parents and staff.
* Provide and maintain equality of opportunity for all children and their families.
* Ensure the classroom and all necessary equipment is ready before each lesson commences and is cleared away after the lesson finishes. Classroom shelves tidied and clean.
* Help to ensure there is a productive, positive learning environment during lessons.
* Contribute positive reinforcement of ground rules.
* Ensure the children are supervised at all times.
* Be enthusiastic and informative to parents and visitors to ensure the continued development of the school.
* Provide stimulating displays that are regularly changed on a termly basis.
* Back work neatly ensuring all borders are the same size.
* Children’s names should be written using the Sassoon format and names should be spelt correctly.
* Take a full part in all school activities as required by the Principal and the Head.
* Ensure that a professional standard is maintained in terms of dress, behaviour etc that promotes the overall development of the school.
* Be punctual.
* Attend and contribute to School meetings and social events.
* Attend Parents’ Evenings, School Events, INSET, Activity Weeks, Duties, Open Days and such school functions as required by the Principal and the Head.
* Attend and assist at the annual PGL activity residential visit if required.
* File reports, PT write-ups, Assessment results etc into Pupil Files as directed by the Head of Department.
* Have basic IT skills and knowledge of how to use school manager.
* Take responsibility for knowing what is happening in the school and how they are involved by reading emails and schedules.
* Know and adhere to the schemes and school policies.
* Know and adhere to the information in the staff handbook.
* Attend and assist with the running of school clubs as directed.

**Sports Duties**

* Deliver an effective programme of coaching in all sports in keeping with the requirements of the school;
* Help to ensure that medium-term planning meets all National Curriculum requirements;
* Review, monitor and evaluate current practice (including schemes and policies) and provide feedback to the Head of Sport;
* Lead by example, through good practice;
* Contribute action-planning in the subject for the School Improvement Plan
* Help to ensure the sports equipment and the areas used for games are properly cared for and are maintained by the Games Staff in good order for games lessons and matches;
* Maintaining an appropriate level of training (professional certification) as required by the school;
* Help to organise and coordinate all administrative and practical elements of Sports Day; Swimming Gala; Fun Run;
* Advise Head of Sports on the development of all sports throughout the school;
* Refereeing and umpiring school fixtures where required;
* To be fully aware and responsible for Health and Safety issues both in the classroom and around the school (including external venues and in transit), and complete annual risk assessments as directed by the Health and Safety Officer;
* Attend specialist meetings to disseminate information regarding sporting events where required;
* Meet and liaise on a regular basis with their line manager;

**Other duties could include.**

* Complete the accident and incident book
* Deal with visitors to the School
* Attend meetings with manager and other training as required.

This job specification represents duties required at the present time and will be subject to regular review and future change.