



CROWN HILLS
COMMUNITY COLLEGE
A Specialist Sports College

Appointment Information

PE Technician



Crown Hills Community College
Gwendolen Road, Leicester LE5 5FT
Tel: 0116 273 6893
office@crownhills.leicester.sch.uk
crownhills.com





Dear prospective applicant,

In the top 12% of schools nationally, Crown Hills Community College blends a 70-year history of inclusive education with an innovative, forward-looking approach to providing a state education like no other to 1,500 students from inner city backgrounds.

The School now seeks to appoint an exceptional PE technician to work alongside our PE Faculty and Sports Academy. This is an exciting position within the PE faculty with opportunities to support and deliver within lesson and extra curricular, as well as the technician responsibilities as outlined in the job description.

The role is full-time and permanent, and as a staff member of Crown Hills Community College you will receive a number of further benefits. These include a work laptop, continual professional development, 'Health Shield' Health Insurance, no emails at the weekend or after 8pm, administrative support, 24 hours a day/365 days a year phone counselling service, and a Cycle to Work scheme.

Within the PE faculty we have state of the art equipment and a healthy budget to support the Physical Education of the Crown Hills Students. Our facilities include a double, 8 badminton court sized sports hall, a MUGA, fully equipped fitness studio, dance studio, numerous outdoor fields and the use of GOALS soccer centre which is on our site. We also have links with British Fencing, English and Wales Cricket Board as well as the professional sports teams within Leicester and Leicestershire.

Crown Hills are the lead school within the Leicester City School Sport and Physical Activity Network (SSPAN). The SSPAN is divided into the 6 key delivery strands of Inclusion, High Quality Competition, Leadership, Health & Wellbeing, Community Engagement and High Quality Physical Education. The SSPAN is made up of 127 schools across Leicester and the aim is to go beyond school sport, and to have a positive impact on the young people in Leicester, their families and their communities.

The Technician role will suit professionals with a high level of organisation skills and a strong sporting background in either playing or coaching. Outstanding communication skills and the personal authority to build strong relationships with students, staff and parents are essential, as is a deep commitment to the School's aims and values. This role would also suit professionals looking to go into the teaching or coaching profession and various CPD opportunities will be available.

Our mission is simple, we want every student to be the best that they can be, thrive in the best possible career and contribute positively to society. You will see from our website that our three key values permeate all that we do and have allowed us to grow from strength to strength:

Aspiration - Be the best you can be

Commitment - Do what it takes for as long as it takes

Success - Be ready to take on the world

If you have high aspirations for children from deprived backgrounds and experience of delivering excellence we would like to hear from you.

Please read the attached job description and person specification. If you are interested in applying, please fill in the application form available on our eteach portal, <https://www.eteach.com/jobs/crown-hills-community-college-jobs-9453/?oo=ag> please include e-mail addresses of all referees, together with a letter of application (no more than 2 sides of A4, font 12) outlining your skills, qualifications and experience relevant to this post by 9am on Monday 27th March 2023. Please include your cover letter in the supporting statement section.

KEY DATES

Tour of the school Wednesday 22nd March @4.30pm

Please email sumayaseedat@crownhills.leicester.sch.uk to confirm your attendance

Deadline 9am Monday 27th March

Interviews Likely to be Thursday 30th March

Yours sincerely,

A handwritten signature in black ink, appearing to read 'F Adam', with a long horizontal flourish underneath.

Mr F Adam
(Principal)

*All appointments will be subject to references and pre-employment checks.

JOB DESCRIPTION

Job Title: PE Technician L1	11-16	Maintained
College: Crown Hills Community College	Grade: 3 Points 5-6	
Reports to: Head of Faculty	Salary: £18,371.78 (£21,575 FTE) - £18,706.44 (£21,968 FTE)	
Term: 37 hours per week, term time only plus attendance on 3 Teacher Days		
Additional: Aligned to the LCC Post number: E9046B		

Main Duties/Key Tasks

1. To provide technical and practical support to staff, students and other users.
2. To ensure that the appropriate equipment and resources are ready for lessons.
3. To ensure that staff members are provided with an efficient, effective service to assist teaching, including supporting pupil learning in practical lessons.
4. To provide administrative and organisational support to the teaching staff.
5. To maintain equipment in safe and good working order.
6. To promote PE and sport with the School/College.
7. To follow Health & Safety guidelines at all times.
8. To implement and promote the School/College's and Leicester City Council's policies and procedures relating to all areas of employment and service delivery

Summary of job tasks:

1. Provides technical support to staff and students, taking part in staff development/training sessions where required.
2. Provides resources for lessons, setting up and returning equipment and clothing to stores.
3. Maintains, repairs and assists in purchasing equipment, stationery and perishable resources and maintains inventory and usage records.
4. Supports staff and pupils in practical lessons by providing demonstrations and working with groups of pupils.
5. Locks and unlocks changing rooms at the beginning and end of lessons and during fire and emergency evacuations.
6. Supervises groups of children in changing spaces and practical sports sessions.
7. Co-ordinates fixtures, submits results, and arranges transport as necessary for extra-curricular activities.
8. Promotes sport and physical activity by delivering extra-curricular activities to pupils at lunchtimes and after school.
9. Organises and reports on maintenance for technical equipment/apparatus and annual safety inspections proposing changes to procedures/usage as necessary.
10. Creates and maintains posters, displays, information sheets, etc.

PERSON SPECIFICATION

No.	CATEGORIES	Essential/ Desirable	Assessed by:	
			Application Form	Interview / Task

QUALIFICATIONS & TRAINING

1	A sport related qualification	E	✓	
2	A level of numeracy and literacy sufficient to carry out the duties of the post.	E	✓	

EXPERIENCE & SKILLS

3	Experience of working within a school environment.	D	✓	
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EQUAL OPPORTUNITY

4	Must be able to recognise discrimination in its many forms and willing to put the Council's Equality Policies into practice.	E		✓
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OTHER SKILLS

5	Excellent communication skills at all levels	E		✓
6	Able to prioritise tasks and work to deadlines.	E		✓
7	Able to work effectively as an individual and in a team.	E		✓
8	Organisational skills and a problem-solving attitude.	E		✓

OTHER CONDITIONS

9	Willing and able to work out of school hours, e.g. evenings and weekends.	D	✓	
10	Willing and able deal with people from a variety of backgrounds.	E	✓	
11	Willing and able to undertake further training.	E	✓	
12	Able to recognise the importance of Health & Safety issues relating to equipment, materials and working practices.	E		✓