

Job Description

Details of Post

- **Title:** Physical Education (PE) Apprentice
- **School/ Federation/ Academy/Trust:** TrustEd CSAT Alliance
- **Reporting to:** Head of PE
- **Main Workplace:** Church Stretton School
- **Grade and SCP:** National Minimum Wage rate for an apprentice

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements

Purpose of Post

Working as part of an effective team, providing support to the PE department in delivering high quality PE to students and supporting extra-curricular sporting opportunities. Assist in monitoring and securing the safety and welfare of pupils during movement around the school and any ancillary duties as determined by the Head of Department/Headteacher.

Principal Duties and Responsibilities

1. Support for pupils

- Promoting extra-curricular activities for pupils.
- Supporting and promoting high quality PE and intra/inter school competitive opportunities.
- Be an outstanding sports leader who leads by example and inspires others to follow.
- Contributing to the belief that all young people can and should be involved in sport and physical activity during and out of school hours.
- Supporting a vision that education and sport can and does positively change people's lives.

2. Support for the teacher

- Maintain and organise PE equipment, ensuring that it is safely prepared for lessons and collected and stored appropriately.
- Ensure all kit/bibs are washed and prepared for lessons or fixtures.
- Ensure changing rooms are tidy and locked/unlocked ready for lessons.
- Assist in the supervision and control of pupils in school.

3. Support for the organisation

- Contributing to the PE department/school vision for PE and school sport.
- Provide support to your PE department and School Games Organiser.
- Be a positive role model for others to follow.
- Be an ambassador for PE and school sport.

4. Support for the school

- 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 difference and ensure that 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 and participate in relevant meetings as required.
- 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 and at lunchtimes.
- Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.

5. Other Responsibilities

- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

6. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

7. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

8. Other Duties

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

9. Review and Signatures

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.