**Catchgate Community Primary School**

**LEVEL 3 PE & SCHOOL SPORT APPRENTICE**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Name** |  |
| Reporting to | Head Teacher Sports Co-ordinator / PE Subject Leader |
| Responsible for | Supporting and assisting school staff as part of a professional team to contribute to raising standards of pupils’ achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers in line with the school’s policies and procedures |
| Liaising with | Head Teacher / SLT Teaching staffSchool Business Manager Sunderland College  |
| Working time | 37 hours per week Term Time Only 18 Month Apprenticeship programme  |
| Salary | £3.90 per hour |
| Disclosure level | Enhanced DBS |

**As part of the staff of Catchgate Primary School you will be expected to:**

* Promote the agreed aims, ethos and policies of the school at all times.
* Actively contribute to, and work as a member of the staff team.
* Take part in training as appropriate to the post.
* Be an effective role model for the standards of behaviour expected of pupils.
* Collaborate and work with colleagues and other relevant professionals within and beyond the school.
* Establish and maintain effective working relationships with professional colleagues and parents/carers.

**Main Duties**

* Support the planning, delivery and evaluation of Sports, PE, swimming and Physical Activity to classes of children.
* Develop new sessions with existing school teachers.
* Support the development of extra-curricular offers and run sessions in after school clubs.
* Liaising with parents as deemed appropriate.
* Provide general support to other classes / areas of school as required.
* Assist with the provision of Magic Breakfast

**Continuing Professional Development**

* Participate in arrangements for the appraisal and review of own performance.
* Participate in arrangements for further training and professional development (to meet the needs of the school and/or own professional needs).
* Attend induction and development days with the training provider.
* Report half termly to Line manager on progress through apprenticeship.

**Other duties:**

* Escort and supervise pupils on educational and out of school activities, as required.
* Prepare and present displays.

The details of this job description are not exhaustive and other duties relevant to the post, may, from time to time be required without changing the character of the post.

This job description will be reviewed regularly and, if necessary, amended in consultation with the teacher. All posts will be reviewed annually.