**St. Michael’s C of E Primary School**

**Job Description**

**POST**: **PE/Sports Apprentice**

**RESPONSIBLE TO:** TheHeadteacher, under the day-to-day management and leadership of the Head of School and Team Leaders.

**JOB PURPOSE:**

­­­­­­­­­­­­­­­­St. Michael’s C of E Primary School is keen to develop a pro-active apprentices with a ‘can do’ mature approach to work and training. Your key role will be to provide support to Teachers and qualified Teaching Assistants in classes across the school.

**specific responsibilities:**

**training and development**

1. To attain the Level 2 / 3 qualification by attending tutorials and completing all assignments set by STF Sedgefield SSP.
2. To attend training sessions as appropriate, this may include off-site training days.
3. To undertake responsibility for improving your own practice through observation of more experienced colleagues, participating in all available training opportunities, coaching, working with a mentor, self-evaluation and performance management, including the school’s training days.

**MAIN PURPOSES**

1. To work under the guidance of the class teacher in the planning and implementation of Physical Activity work programmes with individuals or groups of pupils or the whole class to promote engagement in practical participation.
2. To provide general support to the class teacher in the delivery of physical activity and school sport.
3. To assist and work with the teacher in planning and adapting sessions and activities
4. To work alongside the teacher to promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
5. As a staff member to be responsible for promoting and safeguarding the welfare of children and young people within the school.

**SUPPORT FOR PUPILS**

1. To raise pupil achievement by supporting the class teacher and phase team to develop outstanding practice.
2. To support pupils learning through leading pre-planned sport or physical activity sessions.
3. To support and assist in activities within school hours, encouraging more young people to take part in daily activity.
4. Under supervision, assist with the physical management and personal care needs for children (including basic First Aid, where appropriate).
5. Work with individual and groups of children to encourage them to achieve greater independence and self-confidence.
6. Establish constructive relationships with parents and carers, promoting the school’s policies.
7. Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
8. Supervise and provide particular support for pupils, including those with special needs, ensuring their access to learning resources.
9. Promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
10. Support the implementation of Education and Health Care Plans, Behaviour Plans, personal care programmes, curriculum planning and assessment.
11. To evaluate learning and provide feedback to the teacher / parent / agency as needed.
12. To shadow and support school staff at extra-curricular events to further develop Knowledge, skills and behaviours related to the delivery of Physical Activities.
13. To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.

**SUPPORT FOR TEACHERS**

1. Follow the instructions of the class teachers and teaching assistants with planning, delivery and evaluation of differentiated and varied learning activities.
2. Promote good pupil behaviour, dealing promptly with conflicts in line with school protocols and school behaviour policies.
3. Contribute towards resourcing teaching, by developing and making resources as necessary for children in the class or year group.
4. Listen to children read, read stories and tell stories to individuals or groups of children.
5. Work with pupils on programmes linked to local and national curriculum and learning strategies, recording achievement, progress and feeding back to the teacher.
6. Monitor pupils’ responses to learning activities and achievement as directed.
7. Provide detailed feedback to teachers on pupils’ achievement, progress, problems etc. as requested.
8. Under the guidance of more experienced colleagues, learn to undertake pupil record-keeping as requested.
9. Under the guidance of more experienced colleagues, assist with the collation of pupil reports as requested by the teacher. This may involve data input.
10. Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans. To clear away resources and materials after lessons.
11. Assist with the display of pupils’ work in the classroom and around school.
12. Prepare, maintain and use equipment/resources required to meet the lesson plans/learning activity and assist pupils in their use.
13. Undertake routine administrative tasks e.g. photocopying, filing, collecting money, checking deliveries and placing goods in stock and maintaining records of stock, reproducing work sheets for agreed activities.
14. To work closely and support the teacher with administrative tasks related to organisation of sporting events.
15. To work closely with teacher to support and deliver school focused health and well-being projects for targeted young people.

**SUPPORT FOR THE SCHOOL**

1. Be aware of and comply with policies relating to child protection, health & safety, confidentiality, equality and diversity, SEN and inclusion, safeguarding and data protection, reporting all concerns to a nominated person.
2. Contribute to the overall work, smooth running and ethos of the school.
3. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
4. To provide support for pupils’ emotional and social needs by encouraging and modelling positive behaviour in line with school policy
5. Appreciate and support the role of other people in the team.
6. Attend and participate in meetings as required.
7. Participate in the school’s Performance Management process.
8. During school time to attend relevant meetings and participate in training opportunities and professional development as required
9. Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher.