

## Job Description and Person Specification

### Job Description

<b>Job Title:</b>	<b>PE Apprentice</b>
<b>Scale:</b>	Apprentice NMW.
<b>Hours:</b>	37 hours per week.
<b>Contract type:</b>	12-15 months. Term Time Plus Specified Days.
<b>Responsible to:</b>	<b>Subject Leader of PE and Allocated Mentor.</b>
<b>Focus:</b>	<ul style="list-style-type: none"> <li>To work under the guidance of the class teacher in the planning and implementation of physical activity work programmes.</li> </ul>
<b>Generic responsibilities:</b>	<ul style="list-style-type: none"> <li>Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.</li> <li>To model the values, ethos and vision of the Trust.</li> <li>To maintain at all times, the utmost confidentiality with regard to all records, personal data relating to staff, students and other information of a sensitive or confidential nature.</li> </ul>
<b>Specific responsibilities:</b>	<ul style="list-style-type: none"> <li>Support the planning, delivery and evaluation of Sports, PE and Physical Activity to classes.</li> <li>Develop new sessions with existing school teachers.</li> <li>Support the development of extra-curricular activities such as lunch and after school clubs.</li> <li>Provide additional support to students who need it.</li> <li>To work closely and support the teacher with administrative tasks related to organisation of sporting events.</li> <li>To assist with the general pastoral care of students, including helping students who are unwell, distressed or unsettled.</li> <li>Escort and supervise students on educational and out of school activities.</li> <li>Acting as a teaching assistant for other classes.</li> <li>Prepare and present displays.</li> </ul>
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.</li> <li>The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.</li> <li>The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health &amp; Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.</li> <li>An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before and appointment can be confirmed.</li> </ul>

**The above duties and responsibilities are not an exhaustive definition of all the tasks associated with the post. Additional duties may be assigned in order to meet course and unit requirements.**

Person Specification		Essential	Desirable
<b>Application</b>	Application form and processes via Go Well.	*	
	Fully supported in references.	*	
<b>Qualifications and Professional Development</b>	5 GCSE (A*-C) including Maths and English or equivalent.	*	
	To work towards Level 2 Community Activator Coach Apprenticeship Standard or Level 3 Teaching Assistant through PE Apprenticeship Standard.	*	
	Commitment to further enhance knowledge & skills.	*	
	A First Aid Certificate.		*
<b>Skills &amp; Abilities</b>	Ability to work flexibly and respond positively to change.	*	
	Ability to build effective relationships with students to motivate learning and to build self-esteem.	*	
<b>Qualities &amp; Values</b>	Excellent ICT skills and data input e.g. Word, Excel.	*	
	Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals.	*	
	Excellent organisational skills.	*	
<b>Personal Attributes</b>	Able to follow direction and work in collaboration.	*	
	Able to work as team member to achieve common goals.	*	
	Able to work flexibly to support others and respond to unplanned situations.	*	
	Enthusiasm and self-confidence.	*	
	Able to follow direction and work in collaboration with line management and SLT.	*	
	Be reliable and punctual.	*	