



Job Description

Physical Education Technician

Purpose	To provide greater capacity to the Physical Education department and provide specialist support during both the curricula and extra-curricula provision.
Reporting to	<ul style="list-style-type: none">• Subject Leader for Physical Education
Responsible for	<ul style="list-style-type: none">• The day-to-day maintenance and preparation of PE equipment, ensuring the subject facilities are safe and prepared for use.• Reviewing the health and safety requirements across all facilities.• To assist when required within Physical Education lessons.• Promotion of the department through social media platforms.• Supporting the extra-curricular enrichment programme.
Liaising with	<ul style="list-style-type: none">• Faculty leader• Subject Leader• Physical Education Teachers• Admin team, particularly to ensure reprographics needs are met in time.

MAIN (CORE) DUTIES

Main Duties	<ul style="list-style-type: none">• Complete regular health and safety reviews of all working environments within the Physical Education department and report any concerns to the subject leader.• Support cover teachers in the absence of colleagues.• Ensure that kit is regularly washed and dried in preparation for students to undertake both curricula and extra-curricular activities.• Support the department in ensuring high standards of kit are implemented.• Contribute to the enrichment opportunities available to students.• Where qualified, lead extracurricular activities for students.• Ensure individuals who borrow kit are tracked appropriately and notify staff when required to intervene with appropriate interventions.• Support during Physical Education lessons, assisting in the delivery of high-quality PE lessons.• Check equipment for repair – notify subject leader of any requirement to replace equipment or to ensure it is decommissioned.• To assist in the movement of resources from one room to another.• To help in the unpacking and checking and distribution of stock.• To assist in the preparation of worksheets e.g. photocopying or laminating• Create an inventory of stock and monitor stock levels over time. Order new equipment as directed by subject leader.• To prepare any audio/visual learning resources.• Completing admin-type tasks such as filing, processing, photocopying, heading documents, work sheets etc within curriculum departments.• Preparing displays for open evenings/parents' evenings.• Support with trips and visits.• Engage with social media, ensuring appropriate content is uploaded to promote the department in the local community.
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Competencies: Essential Skills	<p>The post holder should be able to demonstrate the following <u>essential skills</u>:</p> <ul style="list-style-type: none"> • Deal with visitors, messages, colleagues and pupils in a timely and appropriate manner. • Experience in sports coaching or can demonstrate a high level of sporting performance. • The ability to communicate at differentiated levels i.e. with pupils, staff and outside agencies. • Meet deadlines and targets; support colleagues in meeting their targets. • Plan and prioritise workload. • Understanding of role and to seek instruction for situations occurring outside of daily norms. • Willingness and ability to learn, work with and train. • To work effectively and efficiently in a diverse and pressured working environment.
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Competencies: Desirable Skills	<p>The post holder should be able to demonstrate the following <u>desirable skills</u>:</p> <ul style="list-style-type: none"> • A good pass in Physical Education. • Plan and prioritise workload. • Gather, maintain and use data to provide accurate and timely information. • A number of level 2 coaching qualifications. • To have a working knowledge of Microsoft Office software. • Be able to drive a minibus.
Knowledge and Understanding	<p>The post holder is expected to have the following knowledge and understanding:</p> <ul style="list-style-type: none"> • Equal Opportunities • Working within a busy, modern and diverse environment.

Other Specific Duties	
<ul style="list-style-type: none"> • To actively promote the school's safeguarding policies and procedures • To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example. • To promote actively the school's policies and procedures • To continue personal development as agreed. • To comply with the school's health and safety policy and undertake risk assessments as appropriate. • To undertake any other duty as specified by STPCB not mentioned in the above. • The post holder will be expected to carry out all duties in the context of and in compliance with all the school policies • To participate in personal and team reviews. • Provide First Aid when necessary (after training) 	

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service check.

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

