



CHURCH LANGTON CE (AIDED) PRIMARY SCHOOL

JOB DESCRIPTION

Job Title: Sports Assistant

Grade: 4-5

Responsible To: P.E. Co-ordinator / Head Teacher

**Key Relationships/
Liaison with:** Teachers, Other classroom support staff

Job Purpose:

A Sports Assistant will work under the direct supervision of a teacher / HLTA to provide support for teaching and learning and associated PE activities in accordance with school policies and procedures. This may include providing general support for whole class PE activities, or supporting individuals or small groups of pupils.

MAIN DUTIES AND RESPONSIBILITIES:

1. To provide agreed support to the teacher in the delivery of planned whole class learning activities.
2. To work under the direct supervision of a teacher to carry out planned learning activities with small groups or individual pupils, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
3. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
4. To observe and feedback to the teacher on pupil performance and behaviour, taking action as appropriate in line with relevant school policies.
5. To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.

6. To interact with and respond positively to children, young people and adults.
7. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
8. To support pupils to improve their physical development skills through focussed learning in PE activities and more generally across the curriculum.
9. To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.
10. To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
11. To contribute to the provision of support for bilingual / multilingual pupils if required.
12. To encourage participation in structured and unstructured learning activities, including play (timetables and during breaks if required).

Optional extra responsibilities not affecting the grade of the post:

13. To undertake midday supervision duties.
14. To undertake breakfast club and/or afterschool club support if required.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply :

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.

- (d) This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.

School: Church Langton CE (Aided) Primary School

Job Title: Sports Assistant

Grade: Linked Grade 4-5

Person Specification

	Grade 4				How assessed
	Essential	Desirable			
<p>Qualifications</p> <ul style="list-style-type: none"> NVQ in Supporting Teaching and Learning, or equivalent 	✓				App/Doc
<p>Experience</p> <ul style="list-style-type: none"> Experience of working in a child-focused environment, either has an employee or a volunteer. Experience of supporting teaching and learning in a formal setting 	✓	✓			App/Int/Ref
<p>Knowledge</p> <ul style="list-style-type: none"> Knowledge of child protection and health and safety procedures. 		✓			App/Int/Ref
<p>Skills/Attributes</p> <ul style="list-style-type: none"> Ability and willingness to undertake 	✓				App/Int

professional development. <ul style="list-style-type: none"> • Good interpersonal skills. • Empathy with children and young people. • Ability to work effectively as part of a team. 	✓				Int/Ref
	✓				Int/Ref
	✓				Int/Ref
<u>General Circumstances</u>					
<ul style="list-style-type: none"> • Attendance - evidence of regular attendance at work. • An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations. 	✓				App/Ref/ Med
	✓				App/Int