



## Unqualified Teacher/PE Instructor - Job Description

<b>Accountable to:</b>	<b>Academy Principal</b>
<b>Immediately Responsible to:</b>	<b>Head of PE</b>
<b>Immediately Responsible for:</b>	<b>N/A</b>
<b>Grade:</b>	<b>Unqualified Pay Range (UNQ1 £17,208-UNQ6 £27,215)</b>

### Main Duties and Responsibilities

#### Teaching Support:

- To teach and support practical PE and the occasional GCSE PE Theory Lesson
- To teach any other subject at KS3 as necessary to assist with delivery of Academy curriculum
- To provide cover for PE and other lessons in the event of staff absence
- To contribute to the PE Enrichment Programme by providing sport activities and leading sports teams

#### Administrative Support:

- Liaise with parents/carers, other schools and outside agencies
- To create displays on the departments display boards
- To help with events such as sport presentation assemblies, sports days, inter-school competitions, open evenings etc
- Attend departmental meetings where necessary

#### Technical Support:

- Ensure PE facilities and equipment are safe for use
- Maintaining and ensuring safe storage of equipment
- Assisting teachers in lessons with video technology/camera/ipads etc
- Demonstrating sporting techniques and use of equipment
- Manage lost property within the PE department
- Ensuring school owned PE kit and team kit is washed/cleaned as necessary
- Assisting with transition days
- Stock taking and ensuring First Aid equipment is replenished
- Preparing specialist equipment for lessons
- Helping with social media

#### General:

- Supporting and Contributing to the schools responsibility for safeguarding learners
- Working within the schools health and safety policy to ensure a safe working environment for staff, learners and visitors

- Maintaining high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with learners, parents and colleagues

(The post holder will be required to carry out any other duties commensurate with this role)

**Castlebrook High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**As an employee of Shaw Education Trust you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.**

**The school is committed to the ongoing professional development of all its employees.**

Job Description prepared by:	Mrs S. Armstrong, Academy Principal	Date: 18/06/2019
Agreed by Postholder:	Signed	Date:

## Unqualified Teacher/PE Instructor – Person Specification

<b>SHORT-LISTING CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications and Experience</b>		
Degree or equivalent in PE related subject	✓	
Commitment to maximise the life chances of our learners	✓	
Ability to successfully relate to learners, staff, parents / carers, and other key stakeholders	✓	
Excellent time management	✓	
Excellent communication skills, both oral and written	✓	
Ability to offer a firm but friendly approach and be self-confident in dealing with young people	✓	
Good numeracy/literacy skills	✓	
Ability to work constructively as part of a team	✓	
Commitment to significantly contribute to the extra-curricular and enrichment life of the school	✓	
<b>Skills and Knowledge</b>		
Commitment to ongoing CPD	✓	
Safeguarding and Child Protection training or willingness to attend training	✓	
First aid qualification or willingness to attend first aid training	✓	
<b>Special Working Conditions</b>		
Ability to attend evening meetings	✓	
<b>Personal Qualities</b>		
The successful candidate will demonstrate the highest levels of personal and professional integrity at all times. They will need to demonstrate a positive outlook, energy, enthusiasm, resourcefulness, drive, the ability to motivate others, to be flexible and to work as part of a larger team.	✓	
A passion for learning and a desire to play a key part in the further development of Castlebrook High School to realise our ambitious and inclusive vision and to be the best school we can possibly be.	✓	
An excellent health and attendance record is essential. A high degree of professionalism is essential.	✓	
<b>Safeguarding</b>		
Two references which confirm no issues evident in terms of child protection, discipline or capability and positive relationships with learners, staff and parent/carers	✓	
Commitment to safeguarding young people, appropriate DBS record	✓	
Suitable to work with young children	✓	
Able to form and maintain appropriate relationships and personal boundary with children and young people	✓	