

**Supplementary Job Description**

**Post:** Teaching Assistant.

PE/Games/Outdoor and Adventurous Learning Coordinator

Purpose of the post

To work under the instruction/guidance of the PE coordinator, to enable pupils to access the PE curriculum and other outdoor learning experiences.

Accountable to: Assistant Head Teacher/Head Teacher

Immediately responsible to: PE Coordinator

Skills:-

* Excellent communication skills.
* The ability to inspire confidence and motivate pupils.
* A sensitive and supportive approach.
* Physical stamina and dexterity.
* Good organisational skills.

Support for the pupils:-

* Establish good working relationships with pupils acting as a role model and setting high expectations.
* Encourage pupils to interact co-operatively with others and engage all pupils in PE, outdoor and adventurous activities.
* Support self-esteem and independence and reward achievement in line with the schools’ behaviour/rewards systems.
* Provide feedback to pupils in relation to progress and achievement under the direction of the PE Coordinator.
* Report on the progress of children to class teachers, through established systems.

Support for the School:-

* Maintain and organise PE equipment and resources.
* Support the Coordinator in establishing and delivering the PE/Games Curriculum.
* Ensuring that all the sessions are undertaken in a safe environment.
* Give feedback to the PE Coordinator and class teachers on the performance of individual pupils or groups (e.g. PP SEN).
* Develop after school clubs.
* Support performers at events and competitions.
* To support the PE Coordinator in providing an inclusive PE programme.
* To provide first aid to pupils.
* Be aware of and comply with school policies relating to child protection, safety and security. Report concerns to the appropriate person (PE Coordinator or class teachers).
* Contribute to the aims and ethos of the school.
* Support the PE Coordinator in ensuring all pupils have equal access to the PE curriculum.
* Participate in regular meetings as appropriate.
* Participate in training when required to do so.
* Administer first aid to pupils when required to do so.

Job description prepared by ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreed by the post holder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_