



## St Patrick's RC Primary School

### Job description form

#### School vision

- A school with impeccable behaviour, which makes outstanding contributions to the community in which it serves;
- With a glowing reputation for excellent results, high expectations and a vibrant Catholic ethos;
- A school that welcomes everyone, nurturing each unique individual, recognised as being made in the image and likeness of God;
- For St Patrick's to become a beacon of excellence, shining brightly across Salford Diocese.

#### Employment details

Job title:	Sports Lead Specialist Teaching Assistant
Reports to (job title):	Headteacher
Hours of work:	20.5 hours per week term time only
Level and scale point:	Level 5 Scale Point 12-17

#### Main duties/responsibilities

General
Enhance the PE provision across the school and provide a variety of opportunities for children to develop a well-balanced healthy lifestyle.
Teaching and curriculum
Undertake teaching duties within a designated curriculum area.
Assist in whole school and year group lesson planning which meets the needs of all pupils.
Work as part of the curriculum team.
Monitor and assess pupils' results and progress, ensuring appropriate records are kept, and use the data to inform targets, lesson plans and differentiated schemes of work.
Develop teaching and assessment materials.
Prepare pupils for internal and external assessments.
Assist with the administration of internal and external assessments.
Meet with teachers to report on pupils' progress and educational needs.
Contribute to development planning, evaluation and quality improvement processes.
Physical education
Promote, develop and support the delivery of high quality PE teaching and learning within the school.
Assist staff to develop confidence and competence in teaching PE.
Play a fundamental role in providing a broad and engaging PE curriculum.
Use PE as a catalyst for whole school improvement.
Review and update schemes of work in line with updates to the national curriculum.
Support the delivery of school sports clubs aimed at the least active and most vulnerable children.



Develop plans and opportunities for children to become more active and lead healthier lifestyles.
Develop links with local schools to promote friendly contests.
Work in partnership with school games organisers to plan and implement appropriate sport competitions.
Develop talent pathways for exceptional children.
Develop links to both local and national bodies such as the national governing bodies of sport (e.g. The Football Association (FA)).
Play a leading role in preparing children for competitions, transporting them to and from competitions, and coaching them during competitions.
<b>Record keeping</b>
Develop effective systems for planning, assessment and record keeping in PE.
<b>Professional development</b>
Undertake appropriate and agreed continued professional development.
Participate in whole school and individual INSET programs.
Share expertise, in particular PE expertise, with other members of staff.
<b>Health and safety</b>
Implement appropriate health and safety policies and procedures in order to ensure a safe, effective and child friendly environment in all lessons and activities.
Actively seek out and implement best practice safety procedures.
<b>Managing resources</b>
Contribute to the effective deployment of support staff and resources.
<b>Pastoral duties</b>
Support the school's pastoral system, within the year group and class, and with individual pupils.
<b>Additional duties</b>
Play a fundamental part in the life of the school community, supporting the Catholic ethos of the school, and encourage staff, parents and pupils to do likewise.



## Person specification

	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>To possess GCSE English and Mathematics at Grade A* - C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics</li> <li>To possess a relevant NQF/QCF Level 3 qualification</li> <li>To possess or be willing to work towards a full or emergency Paediatric First Aid certificate within 3 months of starting work.</li> </ul>	<ul style="list-style-type: none"> <li>Sports coaching qualification.</li> <li>Degree level sports related qualification or equivalent.</li> <li>Eligible to drive a minibus.</li> <li>Evidence of continued professional development.</li> <li></li> </ul>
<b>Experience</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>Experience of differentiation and inclusion of all children in PE and sport.</li> <li>Experience of delivering PE and sport with primary aged pupils.</li> </ul>	<p>Experience of:</p> <ul style="list-style-type: none"> <li>Teaching within primary schools.</li> <li>Leading and managing physical education.</li> <li>Developing links with sports clubs and governing bodies of sport.</li> <li>Delivering extra-curricular activities.</li> </ul>
<b>Knowledge and skills</b>	<p>The successful candidate will have a strong knowledge of:</p> <ul style="list-style-type: none"> <li>Child protection in sport.</li> <li>The school games programme.</li> <li>Planning and delivering high-quality PE and sports activities.</li> <li>Health and safety in sport.</li> <li>Adapting PE and sports activities to ensure the inclusion and enjoyment of all, regardless of ability.</li> <li>Healthy lifestyles.</li> <li>The national curriculum.</li> </ul>	<p>Knowledge of:</p> <ul style="list-style-type: none"> <li>The governing bodies of sports.</li> <li>Local school sport organisations.</li> </ul>
<b>Personal qualities</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>A smart appearance.</li> <li>High levels of drive and energy.</li> <li>Strong interpersonal skills.</li> <li>The ability to instill high expectations.</li> <li>The ability to work as part of a team.</li> <li>A positive outlook.</li> </ul>	
<b>Child protection</b>	<p>The successful candidate will have, or be willing to undertake, an enhanced Disclosure and Barring Service check and barred list check.</p>	

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.