



JOB DESCRIPTION SUPPORT STAFF



JOB TITLE: Higher Level Teaching Assistant for PE with Swimming Instructor and technician responsibilities

GRADE: Grade F (spinal point 8 to 13)

HOURS PER WEEK: 37 hours - term time only

WORKING PATTERN: Mon-Thur: 8.30 to 4.30 (30mins lunch)
Fri: 8.30 to 4.00 (30mins lunch)

RESPONSIBLE TO: Curriculum Leader for PE

RESPONSIBLE FOR: To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

To advance students' learning in a range of classroom settings, including working with individual students or groups and whole classes where the assigned teacher is not present, e.g. PPA time or covering short term absence. Activities involve planning, preparing and delivering learning lessons as well as monitoring students, assessing, recording and reporting on students' achievement, progress and development, under the direction of the class/subject teacher.

To set up, maintain and be responsible for purchasing equipment.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Supporting Learning & Development	<ul style="list-style-type: none"> ● Cover short term teacher absence and communicate student work as planned by the classroom teacher and manage student behaviour ● Within an agreed system of supervision, plan teaching and learning objectives, prepare and deliver learning activities and evaluate and adjust lessons/work plans according to student responses/needs ● Monitor, record and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives ● Interact with students in ways that support the development of their ability to think and learn, and work independently ● Support the development and implementation of appropriate behaviour management strategies, to anticipate and manage behaviour constructively, promoting self-control and independence ● Support students in their social and emotional wellbeing, and develop and implement related social, health and physical programmes ● Take account of the effects of different parenting approaches, background and routines, and be involved in home school liaison ● Encourage and motivate students to promote independence and resilience and increase self-esteem

	<ul style="list-style-type: none"> ● Participate in the development, implementation and monitoring of systems relating to attendance and integration e.g. registration, truancy, pastoral systems etc. ● Accompany or act as a group leader on educational visits, and other activities outside of the classroom, supervising the students ● Provide supervision during breaks as required ● Ensure that all PE equipment is regularly kept in good working condition, and that it is neatly stowed away in storage in PE to facilitate outstanding teaching and learning. ● Assisting the learning of pupils and other members of the department by setting up and packing away equipment before and after lessons where necessary ● Be responsible for the monitoring of loan PE kit, including washing used kit and returning neatly to storage in PE. Support PE staff with distributing loan kit to students and ensuring that the climate for learning within PE is calm and purposeful (e.g. assisting in changing rooms where needed) ● Assist with the creation and maintenance of department display boards. ● Willingness to engage in department meetings, staff CPD and P7 (year 11 intervention) as appropriate to meet the emerging needs of the department. ● Plan and teach an element of Core PE activities as directed and required by the Curriculum Leader for PE. ● Contribute towards the running and leading on the department's extra-curricular programme.
Communication	<ul style="list-style-type: none"> ● Establish constructive and respectful relationships with parents/carers, exchange appropriate information, facilitate their support for their child's attendance, access and learning and support home to school and community links. ● Play an appropriate part in establishing effective relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
Sharing Information	<ul style="list-style-type: none"> ● Provide objective and accurate feedback and reports on student attainment, progress and other matters, ensuring the availability of appropriate evidence ● Participate in meetings with other staff, external professionals, and parents, regarding students, in a support capacity to the teacher, who will normally lead on such matters ● Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality ● Participate in staff meetings ● Share information about students with teachers and other professionals as required
Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> ● Assist students with personal hygiene, and welfare, including physical and medical needs, whilst encouraging independence ● Be responsible for promoting and safeguarding the welfare of students that you are responsible for and come into contact with, reporting concerns as appropriate

Administration/Other	<ul style="list-style-type: none"> • Responsible for keeping up to date department admin (e.g. kit trackers, registers for extra-curricular, fixtures calendar) This also includes liaising with the local travel company and booking minibuses for away sporting fixtures. • Organise and manage an appropriate learning environment and resources • Co-ordinate the activities of students entering the school for the purpose of work experience/ work placements • Support the use of ICT to advance students' learning and use common ICT tools for own and students' learning • Assist with administrative support e.g. dealing with correspondence, compilation/ analysis, reporting on attendance, exclusions etc., making phone calls • Supervise and provide access arrangements for students sitting internal and external examinations, ensuring that examinations comply with Examination Board Regulations • Under the guidance and supervision of a class teacher be responsible for marking the register or being a form tutor • Participate in training and appraisal
Data Protection	<ul style="list-style-type: none"> • To comply with the school's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Health & Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • Take ownership of the working environment within the PE department. Ensuring a safe and clean working environment. • Work with colleagues and others to maintain health, safety and welfare within the working environment
Equalities	<ul style="list-style-type: none"> • Promote inclusion and acceptance of all students • Ensure services are delivered in accordance with the aims of the equality Policy Statement • Develop own and team members understanding of equality issues
Flexibility	<ul style="list-style-type: none"> • The school provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures

Customer Service	<ul style="list-style-type: none"> • The school requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment • The school requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values
Date of Issue:	November 2021

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

STAR MAT policy is to assess the performance of all new staff during the first 6 months of their contract to determine suitability for continued employment.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

SIGNED **POSTHOLDER**

NAME & DATE

SIGNED **LINE MANAGER**

NAME & DATE