

## **Cambourne Village College**

### **SPORTS GRADUATE ASSISTANT: JOB DESCRIPTION**

For September 2020

#### **Salary**

Scale 2

#### **Hours**

20 hours during term time plus training days

#### **Line of responsibility**

The Sports Graduate Assistant is directly responsible to the Head of PE.

#### **Job content**

##### **Strategic purpose**

Under the direction of the Head of PE, the Sports Graduate Assistant will take a lead role in physically, administratively and technically assisting and supporting the Head of PE, PE department and curriculum and non-curricular lessons.

S/he shall establish the aims and objectives of the subject to reflect the overall aims and objectives of the department and school through development and consistent application of school policies.

##### **Core responsibilities**

- To assist members of the PE Department with the setup, packing away and delivery of practical lessons as required.
- To teach/coach/lead/supervise extra-curricular sporting activities.
- To provide administrative support and assistance to the Head of PE and PE Department.
- To assist the Head of PE in maintaining a smooth running department by dealing with routine administrative functions.
- To keep a stock check of equipment, repair as necessary and oversee good maintenance and replacement of stock.
- To clean and dry spare kit, bibs and team kit and keep the PE areas and office in tidy and efficient order.
- To ensure that the PE Department are suitably prepared for fixtures; including replenishing the first aid kit, organising sports kit and organising any equipment required.
- To have a thorough, up-to-date knowledge and understanding of sports teaching and coaching.
- To be a role model to pupils, through personal presentation and professional conduct.
- To update PE boards and ensure that all information is presented neatly and is up to date.
- To cover for absent colleagues as is reasonable, fair and appropriate.
- To undertake any reasonable tasks as directed by the Head of PE.

## Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection and safeguarding matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.
- S/he shall be subject to all relevant statutory requirements as detailed in the most recent School Teachers' Pay and Conditions Document.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's appraisal scheme