

# Glebe School

*An ambitious, inspirational trust, providing outstanding learning and support*

## JOB DESCRIPTION

### PE Technician

<b>General duties and responsibilities</b>	<p><b>Supporting the PE Department</b></p> <ul style="list-style-type: none"><li>• Monitor the condition and supply of all equipment and services within the department</li><li>• Ordering resources for the department, stock control, organising and maintaining an inventory</li><li>• Organising and implementing an ongoing planned maintenance system for all department equipment e.g. ensuring balls are pumped up ready for use</li><li>• Assist teaching staff to ensure that all equipment satisfies and continues to comply with the Health and Safety at Work Act 1974 and subsequent amendments</li><li>• Maintaining stores in a tidy and organised fashion</li><li>• Preparing resources for classes</li><li>• Setting up demonstrations and visual aids as requested by teaching staff</li></ul> <p><b>Supporting Students</b></p> <ul style="list-style-type: none"><li>• Supervise students, ensuring their safety and encouraging students to interact with others, to engage in activities led by the teacher, and to act independently. This may on occasion involve working in areas of the school other than the PE Department.</li><li>• Establish good relationships with students, acting as role model, reporting progress and achievements to teachers as agreed.</li><li>• Respond to students' minor welfare and personal needs and ensure students requiring regular medication are given timely reminders.</li><li>• Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.</li></ul> <p><b>Supporting Teaching Staff</b></p> <ul style="list-style-type: none"><li>• Assist teachers by supporting students in their learning in order to ensure their continuing educational development.</li><li>• Assist teachers in creating an attractive learning environment to ensure students spend their school life in stimulating surroundings.</li><li>• Ensure the learning environment is set for lessons as directed, clearing afterwards and assisting with display of students' work.</li><li>• Use strategies, in liaison with the teacher, to support students to achieve learning goals.</li><li>• Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.</li></ul>
--	--

	<p><b>Supporting the School</b></p> <ul style="list-style-type: none"> <li>• Awareness of the school's educational and behavioural policies for developing students.</li> <li>• Support the school's literacy/numeracy and interventions programmes.</li> <li>• Assist with the supervision of students out of lesson times, including breaks and lunchtimes.</li> <li>• Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.</li> <li>• Attend weekly meetings and discussions, which contribute to the overall ethos/work/aims of the school.</li> <li>• Adhere to the Staff Code of Conduct, dress code and other policies relating to staff.</li> <li>• Demonstrate a record of excellent attendance and punctuality.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health &amp; safety, security, confidentiality and data protection reporting all concerns to the appropriate person as agreed.</li> <li>• Demonstrate suitability to work with children</li> <li>• Be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop.</li> <li>• Appreciate and support the work of other professionals.</li> <li>• Participate in training and other learning activities and performance development as required.</li> <li>• Participate in the school's performance appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance.</li> <li>• Any other duties as reasonably requested by the Headteacher.</li> </ul>
<b>Strategic responsibilities</b>	<ul style="list-style-type: none"> <li>• Play a full part in the life of the school community, to support its distinctive vision and values and to encourage other staff and pupils to follow this example</li> <li>• Contribute to the implementation of the flexible learning programme by supporting its delivery on a day-to-day basis</li> <li>• Implement whole school policy and practice</li> <li>• Help monitor the effectiveness of flexible learning support and contribute to discussions around curriculum adaptation and pastoral care</li> <li>• Attend department and wider school meetings</li> </ul>
<b>Other specific duties/ requirements</b>	<ul style="list-style-type: none"> <li>• Participate in professional development and keep abreast of developments and initiatives</li> <li>• Excellent interpersonal and communication skills</li> <li>• A proactive, flexible, and empathetic approach to working with vulnerable young people</li> <li>• Strong commitment to inclusion and personalised learning</li> <li>• Ability to work both independently and collaboratively as part of a team</li> <li>• Take part in wider staff training and development, for example in key areas such as safeguarding, positive handling</li> <li>• Take part in the Performance Management Review process</li> <li>• To be reflective and to continually strive for self-improvement</li> <li>• Comply with and enforce all policies and regulations relating to Child Protection and Safeguarding</li> </ul>

	<ul style="list-style-type: none"> <li>• To comply with the school's Health and Safety Policy and undertake risk assessments where required</li> <li>• Understand and comply with data protection regulations</li> <li>• Demonstrate a record of excellent attendance and punctuality</li> <li>• Adhere to the school's Staff Code of Conduct</li> <li>• Undertake any other duties as reasonably requested by the Headteacher</li> <li>• Satisfactory references and an enhanced DBS are required. This post is exempt from the Rehabilitation of Offenders Act.</li> </ul>
--	--