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| See the source image | **Job Description****PE Technician** | See the source image |

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| **Employer** | Dorset Council | **Salary** |  |

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| **Key Priorities** |
| * To assist the department in its day-to-day running, providing additional support in lessons in order to raise attainment whilst creating further opportunities for children to participate in physical activity through the organising and running of extra-curricular activities.
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| **Key Responsibilities** |
| * Supporting PE teachers in lessons by working with small groups of SEND, Pupil Premium or High Achieving pupils.
* Running extra-curricular clubs at lunchtimes and after school across a range of sports/activities
* Being a mentor to our Sports Leaders and Playground Leaders throughout the year, including selecting leaders via an application process, training leaders at the start of term and overseeing their duties.
* Arranging fixtures by liaising with local schools and producing fixture lists / calendar
* Coaching, refereeing, or umpiring at fixtures as required
* Creating and maintaining display / information boards
* Helping with organisation of special events such as sports day, inter-house competitions, first school festivals and open evenings
* Organising equipment at start and end of lessons as well as safe storage of equipment

• Assisting with routine administration tasks as required by the Subject Leader• Booking transportation for fixtures• Participating in departmental meetings where required• Maintaining school owned PE kit for fixtures and tournaments. |
| **Wider contribution** |
| * Work towards and support the school and department vision and the current school objectives outlined in the School Development Plan and Subject Improvement Plan.
* Contribute to the school’s programme of extra-curriculum activities
* Support and contribute to the school’s responsibility for safeguarding students
* Work within the school’s Health and Safety policy and Data Protection Policy to ensure a safe working environment for staff, students and visitors
* Work within the school’s Equal Opportunities Policy to promote equal opportunities for all students and staff
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
* Adhere to policies and procedures as set out in the Staff handbook
* Assist with pupil needs as appropriate during the school day
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| **Knowledge & Skills** |
| * Ability to work on own initiative and as part of a team
* Be technically proficient in Microsoft Word, Excel and Google Drive / Classroom
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