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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 |
| **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 |