



## JOB DESCRIPTION

<b>Job Title:</b>	PE/Sports/Swimming lead - Higher Level Teaching Assistant – specialist role
<b>Salary/Range:</b>	£22,500 FTE
<b>Hours:</b>	33.75 hours per week
<b>Base:</b>	Doubletrees School
<b>Responsible to:</b>	Headteacher / SLT
<b>Direct Supervisory Responsibility for:</b>	
<b>Important Functional Relationships: Internal/External</b>	Staff, pupils, parents, Trust, community, external agencies

<b>Main Purpose of Job:</b>	
<ul style="list-style-type: none"> <li>• To work with colleagues as part of a professional team to support teaching and learning for pupils with SEND</li> <li>• Providing specialist PE, sports coaching, swimming support and learning activities for class groups.</li> <li>• Providing planning with assistance to pupils who need particular help to overcome barriers to learning, such as those with moderate, severe, profound and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities, and ensuring safeguarding of pupils.</li> <li>• Supporting other support team members to upskill and enhance effectiveness across the school.</li> <li>• To complement teachers' delivery of the curriculum and contribute to the development of other support staff, pupils and school policies and strategies.</li> <li>• To deliver and co-ordinate extra-curricular sport activity.</li> <li>• To work collaboratively with teaching staff and assist teachers in the whole planning cycle and the management/preparation of resources. Also to supervise whole classes during PPA and/or during the short-term absence of teachers.</li> <li>• To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils utilising advanced levels of knowledge and skills when assisting with planning, monitoring, assessing and managing classes, and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.</li> </ul>	

<b>Main Duties and Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• The role involves a passion for and understanding of coaching both outdoor and indoor sporting activities/games and swimming linking to our PSHE curriculum, healthy schools award as well as the PE and physical development curriculum.</li> <li>• You will be expected to take classes or small groups to undertake sporting activities, finding ways of overcoming barriers and inspiring our young people to develop their physical abilities and awareness, alongside their social and interpersonal skills.</li> <li>• You will need to develop opportunities for sporting activities and competitions with other schools and within the wider community to broaden and enrich our young peoples' experiences. You will need to be able to drive a minibus, with appropriate training to facilitate this.</li> <li>• You will need to be able to adapt sports and games activities ensuring that they are accessible and achievable for all so that our pupils learn that physical activity is rewarding, enjoyable and a lifelong skill.</li> <li>• Management of the PE resources and spaces would be part of this role. Promotion of PE as a core area, alongside celebrating successes and achievements through displays and a cared for environment. This will enable the pupils, of all ages, to learn about the importance of staying fit and healthy as well as develop their health and hygiene and social skills.</li> <li>• You will be working with the pupils and staff throughout the week to deliver and develop our physical education and development programme. This time with the pupils will be used to show and teach the importance of exercise, staying fit and healthy, body awareness and co-ordination, development of skills such as sharing and co-operation etc. You will be required to plan successful physical development and sport sessions for each class, depending on their ability and differentiated activities within each class.</li> <li>• You will attend instruction courses and meetings to make sure you are up-to-date with all school procedures, risk assessments, training and safeguarding and have opportunities for further continued professional development.</li> </ul>	

## Planning

- Plan and prepare lessons with teachers, participating in all stages of the planning cycle, including in lesson planning, evaluating and adjusting lessons/work plans.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with schools policies and procedures.

## Teaching and Learning

- Within an agreed system of supervision and within a pre-determined lesson framework, teach whole classes.
- Provide detailed verbal and written feedback on lesson content, pupil responses to learning activities and pupil behaviour, to teachers and pupils.
- Motivate and progress pupils' learning by using clearly structured, interesting teaching and learning activities.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Promote and support the inclusion of all pupils, including those with specific needs, both in learning activities and within the classroom.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others
- Organise and safely manage the appropriate learning environment and resources
- Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

## Monitoring and Assessment

- With teachers evaluate pupils' progress through a range of assessment activities.
- Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs.
- Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.
- Assist in maintaining and analysing records of pupils' progress.
- Contribute to programmes of observation and assessment as planned by the teacher and provide reports, evaluations and other information to assist in the provision of appropriate support for specific children.
- Support the teaching staff with reporting pupils' progress and achievements at parents meetings which are usually held outside school hours.

## Mentoring, Supervision and Development

- Support and guide other less experienced teaching assistants' work in the classroom when required and lead training for other teaching assistants.
- Contribute to the overall ethos, work, aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.

## Behavioural and Pastoral

- Understand and implement school child protection procedures and comply with legal responsibilities.
- Assist in maintaining good discipline of pupils throughout the school and escort and supervise pupils on planned visits and journeys.
- Provide support and assistance for children's pastoral needs, for example, dressing, caring for sick, injured or distressed children.

- Provide physical support and maintain personal equipment used by the children at the school. Administer medication as agreed.
- Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Supervise pupils in the playground and plan and organise play time activities.
- Assist teachers by receiving instructions directly from professional or specialist support staff involved in the children's education. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists, and physiotherapists.

#### General/Other:

- Any other duties required by the class teacher, Assistant headteacher, or the headteacher, which is within the scope of this post.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- To promote the safeguarding of children
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner
- To undertake other duties appropriate to the post that may reasonably be required from time to time
- Any other duties required by the class teacher, Deputy headteacher, or the headteacher, which is within the scope of this post.
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#### Person Specification:

	Essential	Desirable	Recruiting method
<b>Education and Training</b>	<p>Meet HLTA standards or equivalent qualification or experience.</p> <p>Hold relevant qualifications at a level equivalent to at least NQF Level 3.</p> <p>Demonstrable levels of numeracy &amp; literacy equivalent to GCSE (A-C) or NVQ Level 2 (or by test).</p> <p>A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in an education setting.</p>	<p>Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.</p> <p>Forest School qualification</p>	Application
<b>Skills and Experience</b>	<p>Effective oral and written communication skills.</p> <p>Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.</p> <p>Good organisational and time management skills.</p>	<p>Sound IT skills to support learning and maintain electronic information systems.</p> <p>Practical horticulture skills</p>	Application/Interview

<b>Specialist Knowledge and Skills</b>	Understanding of behaviour management strategies.	Understanding of First Aid procedures. Risk assessment and use of basic tools	Application/Interview/ Assessment
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<b>Special Conditions related to the post</b>
<p><b><i>The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.</i></b></p> <p>Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:</p> <ul style="list-style-type: none"> <li>• Enhanced Disclosure &amp; Barring Service (DBS) Certificate with barred list information</li> <li>• Receipt of two satisfactory employer references one of which must be from your current or most recent employer</li> <li>• Satisfactory verification of relevant qualifications</li> <li>• Satisfactory health check</li> </ul> <p>All new employees will be required to undertake mandatory training required by the Trust.</p>