The St Lawrence Academy

Job description

Post: PE Technician

Responsible to: Curriculum & Progress Leader for PE /Senior Leader/SLT Line Manager

Core Purpose:

- To provide specialist advice and guidance, and a technical support service to the PE staff.

Main Responsibilities:

- To ensure that all PE equipment is fit for purpose (balls are pumped up, bibs washed, etc) and that all departmental areas including store rooms are tidy and organised on a daily basis.
- To set up equipment for lessons and make sure everything is put away correctly.
- To keep a stock of all PE equipment (that is in use and in storage) and generate orders to be passed to the Curriculum & Progress Leader.
- To maintain and clean fitness suite equipment and report any damage to the Curriculum & Progress Leader/Maintenance support
- To wash spare PE kit on a weekly basis and monitor persistent offenders, data to be recorded and shared with PE staff
- To support extra curricular fixtures and practices.
- To wash used fixture kits and make sure they are cleanly folded in kit bags for future requirements.
- To update display notice boards around the department on request and make sure displays in all PE changing rooms are well maintained.
- To offer support to students in lessons as part of an AT role when applicable.
- To take responsibility for monitoring participation data at extra curricular clubs and fixtures, by organising and collating registers and entering data into a tracker - including clubs facilitated by external coaches.
- To help organise and support departmental trips.
- To check the PE changing rooms at the end of each school day for lost property, unwanted items and report any damage to the premises team.
- To check changing rooms have been locked by staff after lessons and at the end of the day when not in use.
- To assist staff in the completion of assessment trackers
- To participate in appropriate meetings with colleagues.
- To carry out general administration tasks for the PE department.
- To help with the planning and co-ordination of events as required, ie Sports Day, Sports Presentation Evening, House Sporting competitions and fixtures - setting up on Evolve.
- To meet with the Curriculum & Progress Leader on a weekly basis to discuss job priorities.

Knowledge, Skill and Experience Required:

- Basic ICT skills to be able to use MIS systems and Google suite.
- To communicate effectively with the Curriculum and Progress Leader and prioritise jobs according to the needs of the department.

The St Lawrence Academy

Job description

- To work independently and manage time effectively.
- To build good working relationships with staff and students.

Creativity and Innovation:

- There will be a need to use your initiative and imagination to attract students to attend the Friday afternoon activity programme which you will be responsible for facilitating.
- To be able to plan practices which offer support and development in lessons for selected students.

Decision Making:

- The post holder will be provided with an outline of priorities on a weekly basis. Decisions will need to be made as to when to carry out these jobs to make the most effective use of time.
- Some tasks will require the post holder to use initiative in making appropriate decisions which are in the best interest of the department.

Contacts and Relationships:

The post holder will meet on a weekly basis with the Curriculum Progress Leader and will liaise with other department staff on a regular basis. The department will fully support the PE technician and offer assistance and guidance when possible.

NOTES:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. 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 construed. In allocating time to the performance of duties and responsibilities the post holder must use time in accordance with the Academy's needs as identified by the Principal/Line Manager.
3. This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. Job descriptions will be reviewed annually.

Updated by Phill Dalowsky June 22

The St Lawrence Academy

Person specification

	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE	• Working with young people	• Knowledge of education issues including Additional Learning Needs • Working in education, either mainstream or specialist settings, or a sporting capacity • Working with children and families from a range of cultures represented locally • Supporting students with complex learning difficulties including students with sensory, physical, communication, or language learning difficulties	Application form Interview Test
EDUCATION, TRAINING AND QUALIFICATIONS	• Good standard of numeracy and literacy with Grade 4 (or equivalent) or above qualifications in English and Mathematics • ICT skills to be self sufficient in terms of emails and administration	• Various coaching qualifications • Good standard of Science and PE with Grade 4 (or equivalent) or above qualifications	Application form Interview Test Certificates
SKILLS AND KNOWLEDGE	• Ability to work as part of a team and on own initiative • Good communication skills written and verbal	• Knowledge of different sporting activities	Application form Interview References Activity
PERSONAL AND PROFESSIONAL CHARACTERISTICS	• Have high expectations of themselves and others within the academy community • The ability to inspire the trust and confidence of staff, students and parents • Be proactive and self motivating with a readiness to innovate • A proven commitment to developing their own professional learning • A strong commitment to comprehensive education • Ability to work in conjunction with whole class team and contribute actively to dealing with potentially difficult and disruptive situations • The potential or experience to work in teams and partnerships with staff and students alike • Understanding the need for confidentiality and data protection	• A commitment to developing own professional development • Committed to working within a Christian ethos	Interview Activity References Health questionnaire
WORKING ARRANGEMENTS	• Ability and willingness to be flexible		Application form Interview

THE POST IS SUBJECT TO: DISCLOSURE OF CONVICTIONS UNDER THE REHABILITATION OF OFFENDERS (EXEMPTION) ACT 1975 and ENHANCED DISCLOSURE - standard disclosure plus regular care, training, supervising young people

Updated by Kate Williams June 2021