



PE and School Sport Apprentice Job Description

GRADE: Apprenticeship National Wage (£124.50 per week aged under 19/over 19 in first year of apprenticeship).	Hours: Four days at Fulbrook School One day in Training with approved provider
MAIN PURPOSE OF THE JOB To assist the school in the development of PE and School Sport, providing technical, practical, administrative and classroom support within the School. Contract 30hrs/week, 52weeks/year. Working pattern to be agreed with the School, likely to be 37hrs/week term time only.	
SUMMARY OF DUTIES <ul style="list-style-type: none">• Lead on organisation of inter-school fixtures and events, including the fixture calendar, communications with schools, mini-bus bookings and fixture sheets.• Inspect equipment regularly to ensure Health and Safety is paramount for students and update Risk Assessments each term.• Prepare resources for theory-based lessons and equipment for practical lessons.• Develop productive working relationships with colleagues by: attending weekly faculty meetings; auditing faculty requirements on a daily, weekly basis and supporting faculty members in lessons.• Audit, order and maintain the stock of equipment and distribute resources at the end of every term.• Manage a project e.g. collect data on club/fixture participation and collate registers twice a term.• Organise School Games Events, Level 1,2 and support Level 3• Prepare team kits (washing and drying) for fixtures; team sheets; first aid and water bottles for all fixtures/events• Participate in appropriate professional staff development opportunities, in service, sport-related coaching qualifications.• Make displays e.g. mounting of team-sheets, course-information, team pictures, etc. <p>Further to this (and dependent upon time available) the successful candidate may be expected to assist with the following):</p> <ul style="list-style-type: none">• Collate assessment for the end of unit core PE assessment grades.• Input data relating to specific areas of the curriculum e.g. athletics scores.• Throughout the apprenticeship, the successful candidate will be expected to complete a log-book relating to the following module: 'Allocate and monitor the progress and quality of work in your area of responsibility' <p>General Duties: These tasks are subject to change, depending on needs of the school and sports partnership.</p>	



PE and School Sport Apprentice Person Specification

The person specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

Attributes / Qualifications	Essential	Desirable	How Identified
Education and Qualification	Sufficient literacy and numeracy to undertake the tasks and duties of the role		Application form and interview
Experience	Experience of completing tasks to deadlines Basic experience of providing physical education support. Experience in following instructions, procedures and policies		Application form and interview
Skills and Abilities	Ability to support the PE department in providing technical, practical, administration and classroom support Knowledge of Microsoft Office, including; word, excel, etc. Good written and oral communication skills Proven organisational skills Ability to work to tight deadlines Ability to work effectively as part of a team Ability to work with a minimum of supervision Being proactive in solving problems	Experience of working in a school or local government environment	Application form and interview
Work circumstances	Committed to personal development Willing to Complete apprenticeship in relevant area Occasional working outside of normal school hours may be required		Application form and interview