



Holywell School Church of England (VA)



Job Description

PE Technician

JOB TITLE:	PE Technician
REPORTS TO:	Subject Leader of PE
SALARY SCALE:	2a, points 3-4

You must, at all times, carry out duties with due regard to Health and Safety and Equal Opportunities requirements.

GENERAL DUTIES

-To provide technical support for the efficient and effective delivery of PE education at the school and pupil engagement with school teams.

-To provide coaching for a wide range of clubs and sport

SPECIFIC RESPONSIBILITIES

The PE Technician will:-

- Prepare equipment and resources for practical sessions, Open Evenings, etc including setting up equipment as required in consultation with all PE Teachers.
- Ensure the tidy organisation of PE stores and areas.
- Work with the PE subject leader to sustain an effective programme of maintenance and repair services to equipment.
- Assist in practical lessons when required by providing small group support and demonstrations.
- Provide additional first aider capacity in the department and school.
- Carry out stock-taking and inventory check for the department, keeping record books up to date, placing orders (working with support of the school finance team).
- Help ensure that the department is working in accordance with national health and safety guidance.
- Assisting with the running and delivery of extracurricular activities within the department.
- Liaising with other departments within the school as and when required.
- Being available to accompany staff and students on fixtures and help in their organisation.
- Support covering staff so that any absence of the usual teacher need not interrupt the planned curriculum.
- Undertake any other duties of a similar level and responsibility as may be required from time to time, that are necessary for the effective function of the department and school.

As a member of Holywell staff, you are also required to:

- support and uphold the Christian ethos of the School
- follow school policies and ensure you are fully conversant with key policies such as those relating to safeguarding, children, maintaining confidentiality in respect of school related matters and preventing disclosure of confidential and/or sensitive information
- create a happy, secure and stimulating learning environment
- have a sympathetic understanding of children's needs in this school environment
- attend to personal professional development to ensure keeping abreast of national, local and school initiatives and best practice