

# PE & Enrichment Leader (UQT) - Job Description

**Position:** PE & Enrichment Leader (UQT)

**Reports to:** Deputy Headteacher

**Scale:** UQT Point 1 – UQT Point 4

**Salary:** £18,419 - £24,507

**Contract Type:** Permanent and Full Time

## Key Responsibilities and Accountabilities

To work under the guidance of the Deputy Headteacher and within an agreed timetable, to implement and deliver a series of sessions to cover the national curriculum requirements for PE across the school.

- Plan and deliver PE sessions, evaluate and adjust session plans as appropriate.
- Monitor and evaluate pupils' responses to activities through observation and planned recording of achievement against pre-determined session objectives.
- Provide objective and accurate feedback and reports as required, to the class teacher on pupil progress in PE.
- Be responsible for keeping and updating records as agreed with the school, contributing to reviews of systems/records as requested.
- Promote positive values, healthy lifestyle, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour and physical well-being.
- Liaise sensitively and effectively with parents/carers within an agreed framework and participate in feedback sessions/meetings with parents, or as directed.
- Use specialist coaching skills/training/experience to support pupils.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within sessions.
- Support pupils progress in PE whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in sessions.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Implement national curriculum requirements for PE and support the development of relevant skills.

- Help pupils to access learning activities through specialist support where appropriate.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to progress and develop.
- Contribute to the overall key functions of the school.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils in PE.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, tournaments, trips and out of school activities as required.
- Supervise pupils at break and lunchtimes and promote games and activities for children to take part in during their break times.
- Provide cover for short term absence of the teacher, either planned, e.g. where a teacher has a medical appointment or is attending a course or PPA or unplanned, e.g. during absence due to ill health.

## **General**

Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection.

Be aware that all pupils have equal access to opportunities to learn and develop.

Participate in training and other learning activities as required and to participate in appraisal and professional development.

**These duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.**

**REAch2 is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An Enhanced DBS with Child Barred List check will be requested.**

# PE & Enrichment Leader - Person Specification

Factors	Measured by
<b>Training and Qualifications</b> <ul style="list-style-type: none"> <li>• Specialist coaching qualification relevant to Primary Phase</li> <li>• Successful training record in relevant strategies in particular with regard to physical education</li> <li>• First Aid Training as appropriate</li> </ul>	<i>Candidates will be measured by their Application form, References,</i>
<b>Essential Knowledge and Understanding</b> <ul style="list-style-type: none"> <li>• Full working knowledge of national curriculum and other relevant learning</li> <li>• Programmes/ strategies in relation to PE.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> <li>• Ability to coach PE across the ability and age range.</li> <li>• Thorough knowledge of safety procedures and ways of maintaining and developing a safe, suitable learning environment.</li> <li>• Commitment to Equal Opportunities.</li> <li>• Ability to build relationships with sports organisations at local, regional and national level.</li> <li>• Using a positive approach to promote learning and excellent behaviour.</li> <li>• Confident use of ICT showing an understanding of how to use ICT to support the children's development of a skill/game.</li> <li>• Being flexible and adaptable.</li> <li>• Skills to support inclusion and strategies to engage every child.</li> <li>• Ability to apply skills and give PE purpose through competition.</li> <li>• High expectations of everyone.</li> <li>• Ability to ensure learning is fun.</li> <li>• Organised approach with the ability to initiate new ideas.</li> <li>• Commitment to the personal welfare and safeguarding of children.</li> </ul>	<i>Candidates will be measured by their Application form, References, Observation and Interview</i>
<b>Essential Experience</b> <ul style="list-style-type: none"> <li>• Experience of working with children across the age ranges (Year R-Year 6).</li> <li>• A proven ability as an excellent sports coach</li> <li>• Working effectively in a team as well as independently</li> <li>• Understanding of planning for, monitoring and evaluating the progress of children in sport</li> </ul>	<i>Candidates will be measured by their Application form, References, Observation and Interview</i>

<ul style="list-style-type: none"> <li>Understanding of what makes good coaching, teaching, and learning in all aspects of PE and sport</li> </ul>	
<p><b>Essential Characteristics and Competencies</b></p> <ul style="list-style-type: none"> <li>Interest in own personal development and willingness to undertake further training (CPD)</li> <li>Enthuse and inspire pupils to participate fully and develop a life-long love of physical activity, sport and exercise</li> <li>Displays warmth, care and sensitivity in dealing with children</li> <li>Open minded, self-evaluative and adaptable to changing circumstances and new ideas</li> <li>Able to enthuse and reflect upon experience</li> <li>Willingness to be involved in the wider life of the school</li> <li>Ability to work flexibly</li> <li>Ability to form effective professional relationships and have good interpersonal/communication skills</li> <li>When all the above fail, to maintain a good sense of humour, a willingness to learn and the will to continue to strive for excellence</li> <li>Insight into what is important in our school</li> <li>Brings personal interests and enthusiasm to the school community</li> </ul>	<p><i>Candidates will be measured by their Application form, References, Observation and Interview</i></p>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>Right to Work in the UK</li> <li>A full Enhanced Disclosure with Child Barred List check from the Disclosure and Barring Service (DBS)</li> <li>Works withing guidelines and procedures</li> <li>Evidence of a commitment to safeguarding and promoting the welfare of children and young people</li> <li>Commitment to promote and support the aims of REAch2.</li> </ul>	<p><i>Candidates will be measured by their Application form, References, Observation, Interview and statutory pre-employment checks</i></p>

*When completing the application form applicants should address each of the selection criteria with clear evidence of success.*