

Lexden Springs Residential Special School

Attend Aspire Achieve

	PE and Sports Co-Ordinator
Grade	Scale 5 Point 9-12
Hours	8.30pm-3.30pm Monday to Friday term time plus non pupil days 45-minute lunch break (31.25 hours)
Reports to	Head Teacher & Senior Leadership Team
Liaison with	Teachers, support staff, students, and external agencies
Job Purpose	<ul style="list-style-type: none"> To supervise class groups during the absence of the class teacher, for the provision of PE and Sports activities.
Duties	<ul style="list-style-type: none"> To support the delivery of the PE and Sports activities by planning and delivering learning to small class groups. To organise and oversee a range of sports / PE / active participation at lunchtimes. To maintain and develop new links with the community to encourage inclusion in PE and Sporting activities. To undertake train the trainer courses (where available) for activities such as rebound therapy and therapeutic thinking and deliver training to small groups of staff To develop competitive and non-competitive sporting activities, interest and success in the school. For example – continuation of participation with events such as the panathlon and sports day To complete daily / weekly / termly checks of PE and sports equipment, with appropriate record keeping. To report any issues to the school site team and school office manager To provide additional classroom support as and when required, where possible. (including lunchtime cover) To support with school trips/events (where required). Filing and maintaining of monitoring records, including trampoline/rebound permissions and risk assessments and responsible for archiving. All staff have a responsibility for the safeguarding and promotion of well-being of all pupils. Health and physical capacity for the post. To attend school staff meetings as required.
General	<ul style="list-style-type: none"> To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

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	<ul style="list-style-type: none">• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
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