



## **JOB DESCRIPTION: Specialist Teaching Assistant – Physical Education**

LINE MANAGER: Curriculum Leader

SALARY: TA Scale

### **JOB PURPOSE:**

Assistants at BISR, under the instruction/guidance of teaching staff, contribute towards providing high quality education for all students in their care and to improving the quality of learning and standards of achievement.

Under the direct guidance and supervision of the Physical Education faculty, Assistants enable access to learning for students, this specialist role is an exciting position for somebody who is dedicated, wants to go above and beyond for the department and students and is passionate about primarily swimming development.

With an extensive and expanding programme including a varied Aquatics curriculum the candidate will be encouraged to contribute to the continued development and growth of the Swim section as we seek to become a beacon of excellence in our field. The team has created 3 trademark behaviours that define our department and teachers, Our 3 traits are HONESTY, TEAMWORK and, POSITIVITY. If this meets your ethos and values then you would be a great addition to our department

### **KEY EXPECTATIONS**

All Assistants are expected to:

#### **Whole School**

- Be aware of and committed to the school mission, vision, values, and all associated school policies
- Take an active role in the development and implementation of school policies and in the whole life of the School
- Be aware of, and comply with all school policies and procedures, e.g. health and safety, confidentiality, safeguarding and internet safety
- Follow school procedures as outlined in the staff handbook
- Ensure that there are equal opportunities for all
- Contribute, in whatever ways possible, to the overall ethos, aims and work of the school
- Appreciate and support the role of other professionals
- Be aware of and support diversity and Internationalism ensuring all students have equal access to opportunities to learn and develop
- Participate in training, other learning activities and performance development as required

## **Administration and Maintenance**

- Maintain a safe and clean working environment at all times
- Assist in the organisation and presentation of the Swimming and PE areas.
- Ensure that all equipment in Sports areas/ Swimming Pool are accounted for, in the correct place, ready for use and replaced where necessary
- Monitor supplies of stock and inform line managers when further supplies of resources are required
- Record breakages and loans, in accordance with school policy, and assist with department filing, including maintenance of up to date catalogues and price lists
- Assist with the preparation of materials for lessons, display and projects
- Assist in setting up for practical lessons.
- Assist with compiling the annual order
- Work on your own initiative as well as a member of a team
- Plan and prioritise work effectively
- Attend and participate in relevant meetings as required within the working day
- Assist with the supervision of pupils out of lesson times, within the working day e.g. clubs, visits and extra-curricular activities/events organized by the department
- Undertake any other duties commensurate with the post as may be required by the head of school

## **Support for Learning**

- Assist in creating and maintaining a purposeful, orderly and supportive environment
- Use strategies, agreed with the teacher, to support students to achieve with their learning.
- Assist with the planning and assessment of learning activities on a regular basis if required
- Contribute to the selection and preparation of appropriate teaching resources
- Promote good student behaviour, dealing promptly with conflict and minor incidents in line with established policy and encouraging students to take responsibility for their own behaviour
- Establish constructive relationships with parents, students and colleagues
- Assist with the management of data within the faculty/year group

## **Specialist Support**

- Ability in listening, speaking, reading and writing, in the required target language
- Work on a one-to-one basis supporting with children
- Be prepared to lead small groups and deliver structured sessions in-line with schemes of work devised by the Head of Swimming

## **RECRUITMENT CRITERIA**

- Be familiar with health and safety issues and positive behaviour management plans.
- Good numeracy and literacy skills.
- Ability to effectively use ICT to support learning.
- Excellent organisational skills.
- Good communication skills.
- Self-motivated and initiative in abundance.
- Hold relevant qualifications in teaching swimming.
- Have an understanding of Learn to swim structures.

## KEY EXPECTATIONS

All staff are expected to:

- Be aware of and committed to the mission, vision, values and all associated school policies
- Take an active role in the development and implementation of school policies and in the whole life of the School
- Ensure that there are equal opportunities for all
- Follow school procedures as outlined in the staff handbook

Name of post-holder	Signed by post-holder	Date

Name of line manager	Signed by line manager	Date	To be reviewed