

## Support Staff Job Description and Person Specification

<b>Title:</b>	Physical Education Graduate Intern
<b>Working arrangements:</b>	19.5 hours per week
<b>Contract length:</b>	Contract will run until the end of the summer term 2019
<b>Grade/Scale Point:</b>	Grade 2, point 7 £8.55 per hour  <b>Actual salary received will be prorated based upon the length of the contract in weeks (dependent upon start date) x 19.5 hours per week.</b>
<b>Location:</b>	Thomas Gainsborough School, Wells Hall Road, Great Cornard, Sudbury CO10 0JU,
<b>Responsible to:</b>	Head of Physical Education

### INTRODUCTION

All our schools must embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

### JOB PURPOSE

To provide learning support to students across Thomas Gainsborough School, including support in class as well as during extra-curricular activities.

### KEY TASKS AND RESPONSIBILITIES

- Assist with and the teaching of Physical Education to a range of pupils.
- Assist with team practices.
- To take a pro-active role in the sporting life of the School, including but not limited to:
  - supporting and helping to organise sporting trips and fixtures
  - liaising with parents
  - promoting sporting events to school staff/pupils/parents and the wider community where appropriate.
- Broker community links with existing community sport.
- Enrich the curricular and extra-curricular activity and visibility within the school of opportunities so that students can see easy, attractive and timely examples of how to take their enjoyment and participation in sporting activity to life outside school.

## **Health, Safety and Wellbeing**

- Follow Health and Safety procedures at all times, particularly with regard to pupil safety and that of colleagues.
- Be aware of and maintain full understanding of procedures to follow in the event of an emergency
- Keep up-to-date with and follow safeguarding and/or child protection procedures.

## **SAFEGUARDING**

- Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times. The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies.
- The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

## **GENERAL**

- Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
- Participate in training and other learning activities and performance development as required.
- Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with students, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
- Maintain absolute confidentiality and exercise discretion with regard to staff / student information and the Trust's business at all times
- Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities as requested by the Head of Physical Education or members of the Physical Education Department.

**PERSON SPECIFICATION**

**TITLE** **Physical Education Graduate Intern**

	<b>Essential</b>	<b>Desirable</b>
<b>Education / Qualifications</b>	<p>Degree level education or equivalent</p> <p>GCSE grade C or equivalent in mathematics and English</p> <p>Good standard of literacy and numeracy.</p>	<p>Relevant sports coaching qualification</p> <p>First Aid Qualification</p>
<b>Knowledge/Experience</b>	<p>A passionate and accomplished sports person</p> <p>Interest and enthusiasm for sports activities</p> <p>Interest in, and experience of sports coaching</p> <p>Good understanding of the need for confidentiality</p>	<p>Experience of working with young people in the 11 to 16 age range.</p> <p>Experience of running sports clubs and/or team</p>
<b>Skills and Abilities</b>	<p>Well-developed administrative and organisational skills</p> <p>Ability to prioritise workloads</p> <p>Ability to work on own initiative and as part of a team.</p> <p>Good interpersonal and communication skills in a variety of environments and media.</p> <p>Ability to develop good working relationships with a variety of people within School and within the local community.</p> <p>A willingness to engage in the whole life of the School</p> <p>Commitment to the ongoing development of pupil's sporting ability in School.</p>	

<b>Other qualities</b>	A flexible approach to working, including working outside of School hours  Ability and willingness to travel to and from School, within the local community, to other schools with the Trust and further afield when required.	
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