



Job Description

Job Title: Sports Technician

Reporting to: Head of Department

Grade: 1/2

Overall purpose of the post:

To assist the Physical Education (PE) department in their day to day duties.

Main duties and responsibilities:

Practical Support

- Assisting with the starts and ends of lessons, in particular distributing 'spare kit'.
- Manage the sports facilities at the beginning and end of lessons – e.g. locking changing rooms, equipment distribution, equipment checking, stock checks and equipment maintenance etc.
- Setting up/putting away equipment.
- Maintain and refresh PE display boards around the school including posters for extra- curricular activities.
- Assist with the supervision of students during changing times.
- Administrative support with regards to the distribution of letters to students and parents / carers and photocopying support within the department.
- To undertake any other duties of a similar level and responsibility as may be required.
- To maintain and launder team kits and spare kit on a weekly basis.
- To undertake training that relates to the job, either at the school, or off – site, as and when required.
- Assist in the transport of students to and from fixtures
- To maintain confidentiality at all times in respect of school – related matters and prevent disclosure of confidential and sensitive information.
- To ensure the provision of first aid treatment when necessary – willingness to undertake first aid training.

Teaching Support

- Support in lessons with individual students and or small groups of students.
- Managing lesson equipment for lessons e.g. Sporting equipment, interactive White board and data projector.
- Mentoring Individuals.

Out of Hours Learning

- Support with the extra-curricular programme in terms of coaching and leading.
- Coaching and Officiating
- Assist in organising Sports trips.

This post will require flexibility in order to meet the demands of the job and the training needs of the individual.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.