

Job Description



Job Title:		PE Teaching Assistant
Department:		PE and Sports Department
Business Unit:		Senior School: Other Support Staff / Permanent Coaches
Line Manager:		Director of Physical Education and Sport
Job Purpose:		
To provide support in PE classes to pupils in order to enable them to have a rich and fulfilling educational experience at the School.		
Main Responsibilities:		
1	<p>Supporting Learning and Teaching in PE Classes:</p> <p>To support excellent standards of learning and teaching and encourage independence and improvement by recognising and responding to every child.</p> <p>To assist teaching staff in supporting pupils in Physical Education primarily from Preschool to Primary 7. However, there might be times when the Teaching Assistant might work with pupils up to Senior 6.</p> <p>As directed by the teacher, and depending on the particular needs of each class, this may include a range of tasks such as:</p> <ul style="list-style-type: none"> ● helping them with their organisation of gym/sports hall and participation in activities, including managing behaviour and keeping them on task ● preparing for activities by setting up equipment ● helping students understand instructions by explaining/reinforcing key learning points ● Help students who need extra support to complete exercises ● supporting them with communication ● providing feedback to the pupil to maintain motivation and enhance self-esteem ● Supervise group activities ● Look after children who are upset ● Clear away equipment after lessons ● Help with sports events ie, swimming galas and sports days 	50%

	<ul style="list-style-type: none"> ● To carry out any other reasonable duties as directed by members of the Leadership Team. 	
2	<p>Supporting behavioural and emotional needs in PE Classes:</p> <ul style="list-style-type: none"> ● To support and reinforce positive behaviour management strategies for students, guiding their behaviour and helping them to demonstrate good standards of conduct in line with School policies and routines. ● To support a range of behavioural and emotional needs, for example, by offering praise and encouragement to pupils, assisting them in building and maintaining trust, supporting their ability to make choices, promoting positive interaction and cooperative working with other pupils, acknowledging feelings and supporting appropriate expression of emotions, etc. 	40%
3	<p>Administrative and Operational:</p> <ul style="list-style-type: none"> ● To participate positively in team meetings, reviews, PRD process and training as required ● To assist with the storage and maintenance of equipment ● To attend meetings and school functions as appropriate and to contribute positively and effectively to the life and welfare of pupils, colleagues and George Watson's College ● To cover other members of staff as directed by Line Manager 	10%
Key Contacts and Working Relationships:		
<ul style="list-style-type: none"> ● Supporting pupils in class to ensure excellent standards of learning are achieved ● Working closely with colleagues maintaining a professional and flexible attitude, ensuring that all needs are met on a daily basis ● Junior School class teachers 		
Planning and Organising:		
<ul style="list-style-type: none"> ● Organise the equipment and materials needed for pupils throughout the session as instructed by the teacher ● Plan and prioritise their own workload in line with pupils' daily, weekly and yearly timetables. They must be proactive and flexible to accommodate unexpected demands. 		

Problem Solving and Decision Making:

- Dealing with pupils and requests from PE teachers for the resourcing of lessons will require the PE Teaching Assistant to make quick, well-informed decisions, along with an understanding of when and from where to seek further advice.
- The Teaching Assistant will be required to solve day-to-day problems independently, seeking advice from the relevant PE class teacher or the Director of PE and Sport for more challenging situations and enquiries.
- Occasionally, they will encounter challenging behaviour (e.g. upset, angry or impatient); they require the ability to deal with the situation calmly and to escalate any such situation immediately to a class teacher or member of the leadership team.

Resources and Requirements:

- In handling routine enquiries from pupils, analyse their requirements and facilitate appropriate responses by using professional knowledge and expertise
- To maintain mental and physical alertness and appropriate levels of energy to perform essential job requirements
- No line management or budgetary responsibility

Knowledge, Skills and Experience:

Essential:

- A personal commitment to Physical Education
- Adaptable, patient, reliable and resilient to cope with the demands of role
- Ability and understanding required to support and develop the inclusive ethos of Physical Education at the School
- Supportive and caring
- Excellent time management
- Excellent interpersonal and communication skills and be able to work with colleagues from different disciplines

Desirable:

- Experience of supervising others
- First Aid Qualification