



Erskine Stewart Melville

PE AND SPORTS ASSISTANT (JUNIOR SCHOOL)

SCHOOL	<ul style="list-style-type: none">• ESM Junior School
DEPARTMENT	<ul style="list-style-type: none">• PE and Sports Department
REPORTS TO	<ul style="list-style-type: none">• Head of Junior School Physical Education and Sport

ROLE DETAILS	
PURPOSE OF THE ROLE	<ul style="list-style-type: none">• The PE and Sports Assistant works in the Junior School PE and Sport Department to assist with curricular Physical Education and extra-curricular sport for primary age pupils
ACCOUNTABILITY	<ul style="list-style-type: none">• Accountable to the Head of Junior School Physical Education and Sport
AUTHORITY	<ul style="list-style-type: none">• The PE and Sports Assistant (Junior School) will have Authority as delegated by the Head of Junior School Physical Education and Sport and other roles of Authority
RELATIONSHIPS	<ul style="list-style-type: none">• Works closely with all members of the ESM Junior School PE and Sport department.

DUTIES AND KEY RESPONSIBILITIES	<ul style="list-style-type: none">• The postholder will be timetabled to work in the Junior School PE Department as directed by the Head of Junior School Physical Education and Sport. This will involve assisting in curricular Physical Education and extra-curricular sport with primary school age pupils. The timetabled hours will depend on areas of need and any particular sporting expertise or area of interest that the postholder may have• Involvement in Saturday morning fixtures during all 3 terms• Coaching and selection of teams and communication with parents through SOCS as delegated by the Head of Junior School PE and Sport• Responsibility for maintenance and storage of sports equipment• Maintenance of the First Aid supplies in collaboration with School Nurses <p>Vision and Values</p> <ul style="list-style-type: none">• Promotion of ESM values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role.• Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community.• Fostering an environment that supports the development of these values among students and staff. <p>Working with Others</p> <ul style="list-style-type: none">• Compliance with all ESM policies and procedures• Treating people fairly, with dignity and respect to maintain a positive school culture• Ensure effective planning, delegation and support of responsibilities
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	<ul style="list-style-type: none"> Developing a culture of high expectations for all and taking action when performance does not live up to these Taking responsibility for personal development, both personally and of team members. <p>Community</p> <ul style="list-style-type: none"> Positive relationships with pupils, parents and the wider ESM community Communicating clearly with parents and carers to engender a climate of mutual respect Working in collaboration with other independent schools to promote effective initiatives and share good practice.
CO AND EXTRA CURRICULAR ACTIVITIES	<p>The post holder is expected to:</p> <ul style="list-style-type: none"> Play a full and active part in the extracurricular life of the school, coaching activities in all 3 terms including Saturday mornings. Attend school events as appropriate

PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Experience		<ul style="list-style-type: none"> Previous experience of working in a school or education setting
Education/Qualifications	<ul style="list-style-type: none"> Qualification in Sport or relevant subject area 	
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> Proficient in the full Microsoft Office package, specifically Word and Excel Excellent communication skills (orally and in writing) Experience of building professional relationships with internal and external stakeholders Excellent interpersonal and communication skills (orally and in writing), with an ability to handle sensitive and confidential information Ability to use initiative, multi-task and prioritise own workload with good attention to detail Strong planning and organisational skills with the ability to meet deadlines whilst working with conflicting demands Independent, self-motivated and organised, with an ability to work as part of a team 	
Personal Attributes	<ul style="list-style-type: none"> High professional and personal standards, and a commitment to the values of the School Independent, self-motivated and organised High professional and personal standards 	<ul style="list-style-type: none"> Commitment to continuous professional development

	<ul style="list-style-type: none">• Workplace flexibility and a willingness to adapt to change with regards to how and when work is progressed• An ability to work as part of a team• Positive, confident personality and an enthusiasm for, and enjoyment of, children's company	
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