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| WELCOME MESSAGE |
| Dear Applicant,  Thank you for your interest in applying for our vacancy for a PE and Sports Apprentice. We have 2 positions available and these are new roles in our school.  This is an exciting opportunity to join our supportive and professional team of staff at a very exciting stage in the school’s development, and work within our innovative year group.  Due to COVID restrictions we are not offering pre-application visits to the school at the present time, however if you have any questions, please do not hesitate to contact the school office.  Applications must be returned to the school office either in hard copy or by email to [office@southbankprimary.co.uk](mailto:office@southbankprimary.co.uk) by 4pm on Monday 7th June 2021. You will be notified by the end of the day on Tuesday 8th June 2021 if you have been invited to interview. Interviews will take place on Tuesday the 15th June 2021.  We wish you every success with your application.  Regards,  Miss T Cooper  Head Teacher |
| ADVERTISEMENT |
| Sport and PE Apprentice  South Bank Community Primary School  South Bank Primary School are looking for 2 apprentice coaches to join them to teach a range of different sports to their pupils. You will provide support to teachers and pupils in delivery of sport, PE, active learning and extra-curricular activities.  Closing date: Monday 7th June at 4pm  Apprenticeship summary   * Weekly wage   £139.75   * Working week   Monday - Friday, hours to be confirmed. Term-time only  Total hours per week: 32.50   * Expected duration   18 months   * Possible start date   1st Sep 2021   * Date posted   21.04.2021   * Distance   0 miles   * Apprenticeship level   Intermediate Level 2 (GCSE)   * Reference number   VAC001694152   * Positions   2 available  In this role you will be working with the school's P.E. teachers to learn how to teach young students and keep their attention.  Work with children from ages 2 – 11 in the following areas:   * Support teachers across the school with the delivery of PE lessons, working in accordance with the teacher’s planning, with small groups or the whole class as required * Support teachers across the school with the delivery of Active Learning in Literacy and Numeracy, working in accordance with the teacher’s planning and instruction, with small groups or the whole class as required * Designing and leading lunchtime and after school clubs to groups of children * Supporting children in swimming lessons, including 1-1 support in the water if required * Working with the PE curriculum lead teacher to improve the PE curriculum, contributing innovative ideas and knowledge from their own experience * Follow all health and safety guidelines and report any accidents * Promote the inclusion and acceptance of all students * Participate in training and other learning activities as and when required * Any other tasks relevant to the role as required by the school’s leadership team | |
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| JOB DESCRIPTION |

Sports and PE Apprentice - Job Description

South Bank Primary School

Title: Sport and PE Apprentice

Reports To: Phase Leader

Grade: Apprentice

Salary Range: £139.75 a week

Job Purpose

Provide support to teachers and pupils in delivery of sport, PE, active learning and extra-curricular activities.

**Curriculum Delivery**

Work with children from ages 2 – 11 in the following areas:

1. Support teachers across the school with the delivery of PE lessons, working in accordance with the teacher’s planning, with small groups or the whole class as required.
2. Support teachers across the school with the delivery of Active Learning in Literacy and Numeracy, working in accordance with the teacher’s planning and instruction, with small groups or the whole class as required.
3. Designing and leading lunchtime and after school clubs to groups of children.
4. Supporting children in swimming lessons, including 1-1 support in the water if required.
5. Working with the PE curriculum lead teacher to improve the PE curriculum, contributing innovative ideas and knowledge from their own experience.
6. Any other tasks relevant to the role as required by the school’s leadership team.

**Personal Qualities, Knowledge and Skills**

1. Is enthusiastic about PE & Sport and about working with children
2. Has an understanding of the barriers to learning that children can experience, and of how sport and activity can help overcome these.
3. Works constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
4. Maintains high standards in own attendance and punctuality both at work and at college.
5. Demonstrates proper and professional regard for the ethos, policies and practice of the school.
6. Takes responsibility for keeping own knowledge and skills up to date, and undertakes a programme of professional development appropriate to the role (Either Level 2 Sports in Schools Coach Apprenticeship or Level 3 Teaching Assistant specialising in PE)
7. Participates fully in the school appraisal system
8. Reads and follows all whole school policies and procedures and those that are specific to the role.
9. Constantly improve own practice/knowledge through self-evaluation and learning from others
10. Ability to relate well to children and adults
11. Effectively uses ICT to ensure accurate record keeping within the role, and effective communication with other staff and parents

**SAFEGUARDING - PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE**

1. Demonstrates a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
2. Demonstrates a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

This job description recognises the current requirements of South Bank Primary School The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

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| **SAFER RECRUITMENT** |
| The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education.  The school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds and different skills and attributes. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements not to discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.  All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind- overs, including those regarded as spent and will be subject to an Enhanced Disclosure and Barring Service check with barred list information.  **Applications**  Applications will only be accepted if they are made on the South Bank Primary School application form included in your pack. All sections of the form must be completed.  **Applications can be submitted:**   * By email to [office@southbankprimary.co.uk](mailto:office@southbankprimary.co.uk) * By post or hand delivered to South Bank Primary School, Poplar Grove, South Bank, Middlesbrough TS6 6SY.   The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.  Applicants should be aware that by submitting an application they are agreeing that the information given is true and correct and that any offer of employment will be made on this basis. Where it is found that false information has been provided this could result in the application being withdrawn or summary dismissal if the applicant has been selected and employment has commenced. This may also result in referral to other professional regulatory bodies where appropriate.  **References**   * Two references will be sought, one of which must be from current or most recent employer or college tutor. * References for shortlisted candidates will be requested prior to interview for all shortlisted candidates. References are requested on a standard template approved by our HR provider. * The School does not accept open references, testimonials or references from relatives, a partner or people writing solely in the capacity as a friend.   Only references from a trusted authoritative source will be acceptable. References will always be sought and obtained directly from the referee.  Reference requests will specifically ask:   * About the referee’s relationship with the candidate. * Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.   Referees will also be asked to confirm details of:   * The applicant’s current post, salary and attendance record. * Performance history and conduct. * Any disciplinary procedures in which the sanction is current * Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns.   References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.  Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.  **Self-declaration of convictions by job applicants**  The school’s policy is to require shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether “spent” or “unspent” and include any cautions, reprimands or warnings and pending prosecution.  The disclosure of any convictions, cautions, reprimands or warnings or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures. |
| **SHORTLISTING** |
| Before the closing date, a panel will be created that may include at least one governor where appropriate.  Shortlisting is a 2 stage process - Applications are initially assessed against the following criteria:   1. Overall presentation and completeness of application 2. Use of standard English 3. Grammatical accuracy   Applications that meet the initial criteria will proceed to be shortlisted against the Person Specification.  Selection for interview will be decided entirely on the contents of your application form. Please read the job description and person specification carefully before completing your form. |
| SELECTION |
| The shortlisting panel will then conduct the face to face selection process.  For this position, the selection process will consist of a face to face interview  The panel will agree the questions to be asked of each candidate and the assessment criteria to be used. In addition to exploring the candidate’s suitability for the post, the panel will explore:   * the interviewees’ attitude towards children and young people * the interviewees willingness and ability to support the School’s commitment to safeguarding and promoting the safety and welfare of children and young people * any unexplained gaps in the candidate’s employment history * any other concerns or discrepancies arising directly from the interview   Once all interviews are completed, the panel will score the applicants on the selection activities to determine the successful candidate. When a decision has been made with regard to the appointment(s), candidates will be informed by telephone. |
| SAFEGUARDING |
| Keeping children safe is our number one priority. We ensure that the safety and wellbeing of every child is at the centre of every decision we make.  'Whilst local authorities play a lead role, safeguarding children and protecting them from harm is everyone’s responsibility. Everyone who comes into contact with children and families has a role to play.' Working Together to Safeguard Children DfE 2019  South Bank Primary School pays full regard to the DfE guidance 'Working Together to Safeguard Children, 2018' and 'Keeping Children Safe in Education, September 2020.  Our school’s Child Protection Policy applies to all adults, including volunteers.  Our Child Protection Policy requires all staff to be fully informed about their responsibilities in relation to Child Protection. This includes being aware of signs and symptoms which may suggest that a child is coming to harm, the various types of safeguarding issues that we may face as educators of children and who to speak to if they have a concern about a child or member of staff.  **If you have any questions, please contact the school office by telephone on 01642 453451 or by email to office@southbankprimary.co.uk.** |