**St Andrew’s Primary School – PE Teaching Assistant - Apprentice Job Description**

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| Post Title | PE and School Sport Apprentice |
| Job Purpose | * To assist in the delivery of PE and school sport * To support small groups of children in activity * To assist in the administration of PE and School Sport, eg. attendance at competitions and festivals |
| Reporting to | A named mentor in school and a named member of SLT |
| Working time | 37 Hours a week TTO, including 1 day per week in training with SFT, Sedgefield SSP |
| Hours | Tbc by the school |
| Salary/grade | Tbc |
| Main duties | * Supporting PE throughout the school * Helping to deliver breakfast and lunchtime clubs * Helping to deliver after school clubs * Support the preparation of school teams for festivals and competitions * Taking small groups and individual children for activity * Work with and follow recommendations from other professionals to deliver movement programmes with pupils * Support the administration of PE and School sport * Support within other curriculum areas if required * Maintain sports noticeboard * Maintain PE equipment cupboard * To work collaboratively with class teachers * To undertake training 1 day per week with SFT Sedgefield SSP and complete NVQ work * To maintain the professional conduct expected of a member of school staff and adhere to all school policies at all times * To undertake the responsibility to safeguard pupils * Observe and implement all relevant legislative requirements including Health and Safety at Work Act * To undertake other reasonable tasks requested by the Headteacher * Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude |
| Enhancing own knowledge, skills and understanding | * To attend training courses relevant to the post eg. Staff meetings, inset days, Go Well training days and ensure continuance of personal and professional development |