



JOB DESCRIPTION



Job Title:	PE Apprentice
Responsible to:	Head Teacher, Senior Leadership Team
Place of Work:	Your normal place of work will be Tudhoe Colliery Primary School.
Hours:	37 hrs, 8:30 a.m. - 4:30 p.m., Monday to Friday each week. (Term- time)
Grade:	NMW for Apprenticeships. The current National Minimum Wage (NMW) rate for apprentices is £4.30 per hour. This applies to apprentices aged 16-18 and those aged over 19 in the first year of their Apprenticeship. For all other apprentices the National Minimum wage appropriate to their age applies. The Minimum Wage for Apprentices applies to time spent on the job plus time spent training.

Job Summary

As a School Sports Apprentice you will be required to demonstrate a commitment to undertake 20% off the job training alongside your role in school and to act in accordance with the school's ethos, policies and practices, under the direction of the Head Teacher.

Duties and Responsibilities

Main purposes of the job

- To work under the guidance of the class teacher in the planning and implementation of Physical Activity work programmes with individuals or groups of pupils or the whole class to promote engagement in practical participation.
- To provide general support to the class teacher in the delivery of physical activity and school sport. As PE sessions are timetabled each afternoon, you will also have the opportunity to provide general support to the class teacher in the delivery of other areas of the curriculum from time to time.
- To assist and work with the teacher in planning and adapting sessions and activities
- To work alongside the teacher to promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- As a staff member to be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main responsibilities and tasks

Support for pupils

1. To support working relationship with the pupils, acting as role model and setting high expectations.
2. To support pupils learning through leading pre-planned sport or physical activity sessions and provide general support for other areas of the curriculum from time to time.
3. To support and assist in activities within school hours, encouraging more young people to take part in daily activity.
4. To shadow and support school staff at extra-curricular events to further develop Knowledge, skills and behaviours related to the delivery of Physical Activities.
5. To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.

Support for the teacher

6. To work closely with the teacher to assist in the planning, development and delivery of physical activity and health and well-being dedicated projects.
7. To work closely and support the teacher with administrative tasks related to organisation of sporting events.
8. To work closely with teacher to support and deliver school focused health and well-being projects for targeted young people.
9. Provide general support to the class teacher for other areas of the curriculum as required.

Support for the school

10. To comply with and assist with the school policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
11. During school time to attend relevant meetings and participate in training opportunities and professional development as required for the duration and completion of the Apprenticeship.
12. To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
13. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
14. To adhere to school health and safety policy including risk assessment and safety systems.
15. To adhere to school policy on equality and diversity.
16. To show a commitment to our school's Rights Respecting Ethos

Support for the curriculum

17. To help adapt and plan the development of resources necessary to lead project based physically active learning activities, taking into account pupils' interests, language and cultural backgrounds.
18. To support and assist the class teacher with curriculum physical activity/Physical Education
19. To support and assist with ideas for mini health and well-being projects using knowledge gained from Training to disseminate back into school setting.
20. To develop positive relationships within the school setting to allow for the leading of specific health and well-being projects such as, Daily Mile.
21. Provide general support to the class teacher for other subject areas of the curriculum as required.

For the Apprentice:

Your experiences throughout the duration of your apprenticeship will involve 20% off-the-job training that will develop your Knowledge, skills and behaviours to enable you to deliver your role responsibilities in a safe and effective manner.

Examples of such training include:

1. Shadowing staff at after school events to develop KSB's related to your role as a PE Apprentice.
2. Officiating alongside a mentor outside of School hours to gain experience, knowledge, skills and behaviours relating to understanding of rules, regulations to ensure safe, fair practice amongst groups
3. Shadowing, supporting out -side of school hours activity clubs
4. Learning how to deliver physical health and activity projects out- side of school hours
5. Attending meetings alongside experienced staff outside of school hours
6. Attending training delivered by Sporting Futures Training
7. Volunteering within the wider School Sport Network to gain additional KSB's such as County Sports Partnerships
8. Attending advocacy events such as conferences to speak about the value of Apprenticeships.



Tudhoe Learning Trust

Apprentice (PE)

Person Specification



Category	Essential	Desirable	Method of Assessment
Education, Qualification & Training	4 GCSE's including English and Maths at Grades A-C/9-4 or Level 2 in literacy and numeracy or relevant equivalent qualification.	First Aid certificate. PE Coaching qualification. Willing to take further training with a particular emphasis on child protection.	Application Form / Certificates / Interview
Experience	Experience of working as part of a team. Experience of communicating with others verbally and in writing.	Experience of working with children or young people. Experience of delivering extra-curricular support.	Application Form / Interview/ References
Skills & knowledge	Able to follow instructions. Able to work independently and use own initiative as appropriate. Able to work effectively as part of a team. Good communication skills. Good organisational skills.	Innovative and seek to continually improve. Able to work to deadlines and prioritise demands. An understanding of children with SEN. Knowledge of key stages of national curriculum.	Application Form / Interview/ References
Personal Qualities	Calm positive approach. Relates well to others and has a good rapport with children and adults. Able and willing to learn and take part in ongoing training and development. Responsive and flexible approach to work. Have a good understanding of confidentiality issues when using sensitive data and information. Committed to professional development.		Application Form / Interview/ References