Apprentice Job Description – Ludworth Primary School

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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
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| Reporting to | A named mentor in school and a named member of SLT |
| Working time | 30 hours per week, Term time only, including 1 day per week in training with SFT, Sedgefield SSP |
| Hours | Tbc |
| Salary/grade | Tbc through apprenticeship programme |
| Main duties | * Supporting PE throughout the school
* Helping to deliver lunchtime clubs
* Helping to deliver after school clubs
* Support the preparation of school teams for festivals and competitions
* Taking small groups of children for activity
* 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
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| Enhancing own knowledge, skills and understanding | * To attend training courses relevant to the post eg. Staff meetings, inset days, SFT (SSP) training days and ensure continuance of personal and professional development
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