

JOB DESCRIPTION

PE and Creative Arts Technician

Responsible to:	Assistant DLS for PE
Grade:	SC2 (10-13)
Hours:	24 hours per week

Main Purposes of Role:

To support the Physical Education and Creative Arts staff in the smooth running of the department and to assist with and lead extra-curricular clubs as directed.

Key Accountabilities:

- Contribute to the P.E extra-curricular provision and enrichment, including the running of clubs and supporting events and residential trips where appropriate.
- Be administratively responsible for the input and updating of the extra-curricular activity attendance information in direct response to the School Activities Programme. This will include the maintenance of club membership and attendance registers and participation data reports.
- Lesson support for pupils with specific physical needs or disabilities to ensure full access of the P.E. curriculum.
- Occasional cover for lessons within P.E.
- Preparation and set up for practical lessons within the Creative Arts curriculum
- To be responsible for the upkeep of equipment held across the department in a useable condition and in line with Health and Safety requirements and report any discrepancies.
- To assist with the procurement and administration of equipment, in consultation with the budget holder(s), and to negotiate the best deals possible from suppliers and maintain a booking system for all equipment.
- To carry out any other duties as required by the Director of Learning and Standards.
- Communication with relevant colleagues across the Trust

Other Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy.
- To participate in the School's emergency response arrangements as directed by the designated officer.
- To hold or gain a qualification in Paediatric First Aid and to provide back up first aid cover.

Note

The particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the Principal and the post holder.

February 2018