

SCHEDULE B

JOB SPECIFICATION

POST – Teaching Assistant in Games Department, Term time only.

TO WHOM RESPONSIBLE: The Headmaster through Head of Girls Games in the case of girls, or the Head of Sport in the case of Boys.

HOURS OF WORK:

- Mon: 11.45am – 3.45pm
- Tues: 11.45am – 3.45pm
- Wed: Matches 1.00pm – 5.00pm
- Thurs: Matches 1.00pm – 5.00pm
- Fri: 1.45pm to 3.45pm

1. PRINCIPAL RESPONSIBILITIES

To assist with the teaching of major games and to coach and officiate inter school matches.

2.SPECIFIC RESPONSIBILITIES WITHIN THE PE DEPARTMENT.

- (a) To assist with the planning and teaching of all major games
- (b) To select and publish team sheets for inter school matches.
- (c) To coach and officiate inter school matches.
- (d) To write a short match report following weekly fixtures.
- (e) To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- (f) To write end of term reports.
- (g) To accompany staff and children on school trips and matches. This may occasionally require attendance outside the normal working day.

3.PASTORAL RESPONSIBILITIES.

- (a) To assist with the changing rooms and getting pupils ready for the different activities.
- (b) To praise and discipline the pupils where necessary and refer any pastoral concerns to your line manager.
- (c) To safeguarding the pupils' health and safety both when they are authorised to be on the School premises and when they are engaged in authorised school activities elsewhere;

ADDITIONAL COMMENTS

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties will be deemed to be included in the duties which you may be required to perform:

- Child protection, discipline, health and safety
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Minibus driving assessments (if applicable)

You may be required to undertake such other reasonable duties from time to time as the school may reasonably require.