

JOB DESCRIPTION

SCHOOL: ST George's CofE Primary
JOB DESIGNATION: Sports Coach HLTA Teaching Assistant
GRADE: GRADE F

POST OBJECTIVE/S: To deliver PE provision and develop sport across school. To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision.

To be responsible for the management and development of a specialist area within the school and/or management of other teaching assistants including allocation, monitoring of work, appraisal and training.

MAIN DUTIES AND RESPONSIBILITIES

SUPPORT FOR PUPILS
<ul style="list-style-type: none">• Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning• Establish productive working relationships with pupils, acting as a role model and setting high expectations• Develop and implement PCPs (Person Centred Planning Documents)• Promote the inclusion and acceptance of all pupils within the classroom• Support pupils consistently whilst recognising and responding to their individual needs• Encourage pupils to interact and work co-operatively with others and engage all pupils in activities• Promote independence and employ strategies to recognise and reward achievement of self-reliance• Provide feedback to pupils in relation to progress and achievement• Undertake before school, lunchtime and after school clubs as required• Undertake hygiene tasks as part of an intimate care plan
SUPPORT FOR TEACHERS
<ul style="list-style-type: none">• Organise and manage appropriate learning environment and resources• Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate• Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives• Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence• Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment• Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence• Support the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement

etc. <ul style="list-style-type: none"> • Administer and assess/mark tests and invigilate exams/tests • Produce lesson plans, learning tasks etc.
SUPPORT FOR THE CURRICULUM
<ul style="list-style-type: none"> • Deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs • Deliver local and national learning strategies e.g. literacy, numeracy, EYFS, and make effective use of opportunities provided by other learning activities to support the development of pupils' skills • Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning • Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities • Devise clearly structured activities that interest and motivate learners and advance their learning • Use ICT effectively to support learning activities and develop pupils' competence and independence in its use • Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds • Advise on appropriate deployment and use of specialist aids/resources/equipment
SUPPORT FOR THE SCHOOL
<ul style="list-style-type: none"> • Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person • Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop • Contribute to the overall ethos/work/aims of the school • Promote and support the Catholic ethos of the school, including attending whole school events • Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils • Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting pupils • Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others • Deliver out of school learning activities within guidelines established by the school • Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class • Supervise pupils at break and lunch times • Be trained in First aid in school if required • To cover and lead class teaching (under supervision) as and when appropriate • Direct the work, where relevant, of other adults in supporting learning • Any other duties or responsibilities within the range of the salary grade

LINE MANAGEMENT RESPONSIBILITIES WHERE APPROPRIATE
<ul style="list-style-type: none">• Manage other teaching assistants• Liaise between managers/teaching staff and teaching assistants• Hold regular team meetings with managed staff• Represent teaching assistants at teaching staff/management/other appropriate meetings• Undertake recruitment/induction/appraisal/training/mentoring for other teaching assistants