



Job title:	PE, Sports & Enrichment Lead
Salary:	SO1
Term:	Permanent
Line Manager:	Headteacher/SLT
Supervisory Responsibility:	None, apart from assisting in work familiarisation of new members of staff, students and volunteers.
Hours:	Full Time (32.5 hours 8.30am – 3.30pm, term time only, additional training days to be agreed)

INTRODUCTION

All staff are required to carry out their duties in accordance with all school policies and procedures. The duties outlined in this job description are correct at the time of creation but may change in accordance with the needs of the school.

PRIME OBJECTIVES OF THE POST

- To act as the Subject lead for PE
- To lead, develop, support and be accountable for a high-quality PE and sports curriculum.
- To support the teaching of PE across school
- To be responsible and accountable for the deployment of the PE budget including sports premium.
- To be pro-active in developing and supporting accessible sports and PE links beyond the school.
- To maintain an overview of progress and contribute to the reporting of progress.
- To provide sports opportunities for children with a range of disabilities
- To ensure that PE, sports and movement has a high profile in school
- To act as a lifeguard when required (training provided)
- To support the school's swimming coordinator with offsite swim lessons
- To lead on enrichment activities for the school including horse therapy, rock climbing and off-site provision (The Gym)
- To act as the 'trip lead' on all daily sports-based community events



OPERATIONAL DUTIES

- To drive the school minibus
- To support with the delivery of sensory circuits and the packing away of circuits in preparation for use of the hall. *It is expected that PE will take place across school and will not be purely limited to the hall.
- To prepare detailed and effective medium-term plans for PE which show clear progression through the curriculum appropriate to each class and have space for teachers to personalise according to their class
- To cover PPA, teaching PE and ensuring that progress for taught groups is recorded and that clear links are made to EHC outcomes
- To maintain all PE resources across school including those outside and in classes.
- To organise an inventory of PE stock across school and ensure that this is updated at least annually.
- To organise all central resources so that they are tidy and accessible at all times and are kept in good and safe working order.
- To work with the swimming teacher to ensure that there is detailed tracking and recording of progress in PE and to support with the timetabling of swimming in school.
- To lead on a pre-formal swim session at the local public pool, liaising closely with the school swimming co-ordinator
- To contribute to annual review reports for children, with specific reference made to progress under relevant EHC outcomes.
- To work with classes involved in external sporting activities such as horse riding, swimming, rock climbing etc. To write a comprehensive risk assessment and planning arrangements for external sporting activities. To track progress based on clear outcomes.
- To work with teaching staff to support with planning and delivery of PE as required
- To organise annual events where PE has a focus and include wider community such as families. Ensure the events are well planned and communicated.
- Deliver feedback to staff as required on the delivery of PE and the curriculum
- To liaise with school staff supporting play-based activities at lunchtimes including an allocated Play leader
- To ensure equipment for playtimes and lunchtimes is fit for purpose
- Work with the school business manager and Deputy Head to plan and report on the use of sports premium.
- Maintain evidence of PE and sport across the school providing an annual report to governors on the quality of PE at Highbury and publish this report to the school website.
- To maintain a sports and enrichment blog, raising the profile of these activities in our school community on Weduc where you will post achievements on a weekly or fortnightly basis.



- To organise achievement awards in sporting activities including horse riding, climbing, swimming, dance and PE
- To act as the 'trip lead' on all daily sports-based community events, taking responsibility for the group, medication and directing staff accordingly
- To liaise with a variety of agencies and stake holders to organise and coordinate a number of different enrichment activities
- To co-ordinate a comprehensive enrichment timetable each half term for both onsite and offsite activities.
- To disseminate timetabling information to staff and teams for smooth running of activities
- To liaise with the school business manager in the financing of activity, staffing and transport costs
- To source and attend training and network meetings in line with your role and responsibilities

ARRANGMENTS AND ADDITIONAL INFORMATION

- It is appropriate to dress in sports wear for this role. Staff supporting PE should be encouraged to change so that they can fully participate.
- Timetables will be handed out at the start of each half term.
- Admin time to be agreed in line with the whole school timetable each half term.
- You will be expected to attend relevant staff meetings and this time claimed as overtime.
- This document and job role will be reviewed annually as part of performance management.



Highbury School Person Specification

Post Title: PE, Sports & Enrichment Lead

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
PRACTICAL INTELLECTUAL SKILLS AND QUALIFICATIONS	<p>GCSE English and Maths at A to C or 9 to 4, or equivalent</p> <p>To communicate effectively with pupils, staff, parents/carers, governors and visitors.</p> <p>Good written communication skills</p> <p>To be able to read, digest and implement advice from a range of professional reports</p> <p>To be able to contribute to relevant training events</p> <p>Strong ICT skills using a range of programmes and software</p> <p>Full UK driving licence</p>	<p>Degree or equivalent qualification</p> <p>First Aid qualification</p> <p>Lifeguard qualification</p> <p>Sports coaching qualifications</p> <p>Qualifications specifically related to Physical Education and/or SEND</p> <p>Knowledge of Sensory Integration</p> <p>Willingness to transport pupils in school vehicles</p> <p>Manual handling training</p> <p>Medical needs training</p> <p>Team Teach</p>	<p>Application Form</p> <p>Interview</p> <p>Certificates</p> <p>References</p>



EXPERIENCE	<p>Experience of working with pre-school or primary age children in a school setting or with people who have learning difficulties.</p> <p>Evidence of planning PE and sports activities for groups of children with differing needs</p> <p>Experience of planning and delivering high quality lessons/teaching on a 1:1 basis or in small class groups</p> <p>Experience of working in a team</p> <p>Experience of liaising with a range of professionals</p> <p>Experience of writing risk assessments</p> <p>Experience of regularly leading off site events and activities</p>	<p>Experience of working with children with learning difficulties (May be in a voluntary capacity).</p> <p>Experience of planning PE and sports activities for children with disabilities</p> <p>Experience of managing a budget & resource management</p> <p>Experience of tracking/recording progress</p> <p>Experience of delivering training to adults</p> <p>Experience of maintaining accurate assessment records and evidence of pupil progress</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
TRAINING	<p>Willingness to attend courses – for example</p> <ul style="list-style-type: none"> • Moving and Handling • Positive Behaviour Management • Safeguarding • Communication and Literacy • First Aid • Lifeguard 	<p>Appropriate career training for working with children</p> <p>First aid</p> <p>Sherbourne</p>	<p>Application Form</p> <p>Interview</p> <p>Certificates</p>



	Committed to personal professional development and proactive in seeking to develop practice	<p>Intensive Interaction</p> <p>Team Teach</p> <p>ASD awareness</p> <p>Sensory Needs Practitioner</p> <p>Lifeguarding</p> <p>Sign Supported English</p>	
SPECIAL KNOWLEDGE	An awareness of child development and safeguarding	<p>Knowledge of:</p> <ul style="list-style-type: none"> • Child development • Early Years • SEN • Primary Curriculum • PE curriculum • Sports premium 	<p>Application Form</p> <p>Interview</p> <p>References</p> <p>Certificates</p>
DISPOSITION AND ATTITUDES	<p>Express a positive attitude to pupils with SEN, regarding their needs and developing abilities.</p> <p>Able to:</p> <ul style="list-style-type: none"> • respond effectively to changing circumstances • exercise sensitivity and discretion in challenging circumstances • manage pressure effectively 	<p>Experience of working as part of a reflective team</p> <p>Experience of leading staff on and off site</p> <p>Experience of completing dynamic risk assessments</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>



	<ul style="list-style-type: none"> • show a willingness to participate in the curriculum with enthusiasm and accuracy (including personal care, positive behaviour and swimming) • use initiative in a variety of situations • demonstrate good organisational skills <p>Be able to work independently, following guidance and direction from SLT and class lead.</p> <p>Be positive and take a proactive approach.</p> <p>Reflective practitioner who is able to give and receive feedback</p> <p>Excellent communication and interpersonal skills</p> <p>Understand the importance of discretion and confidentiality at all times</p> <p>Calm manner and a compassionate and nurturing disposition</p>		
PHYSICAL	Able to undertake all moving and handling operations, of pupils and objects, adhering to individual risk assessments/plans and behaviour management plans.		<p>Application Form</p> <p>Interview</p> <p>References</p>