



Position Description

Position:	Health and PE Teaching Assistant
Department:	Health and PE
Responsible To:	Business Manager HoLA - HPE - for day to day duties
Engagement Type:	Permanent, part-time, term-time only
Supervisory Responsibilities:	None
Purpose:	To support the PE classroom teacher's responsibility for learning and behaviour.

KEY RESPONSIBILITIES/JOB DUTIES

- Supervise/monitor the changing rooms for junior PE classes
- Assist teachers by setting up and packing down PE gear
- Assist teachers by supervising students engaged in PE activities
- With the classroom teacher, use agreed strategies to manage student's behaviour, including correcting students who are not meeting school values and bringing them to the attention of the supervising teacher
- Keep records of behavioural incidents as required to share with HPE staff
- Supervise student free play in the gymnasium during break 2 including gear return
- Oversee after school detentions and morning pastoral duty in the wider Remarkables Park area
- Work with students (in a one-to-one situation or in small groups) within or alongside the mainstream class, under teacher supervision
- Other reasonably requested duties as required

SKILLS REQUIRED

Understanding of common sports rules and skills acquisition (basic coaching), ability to work closely with students, staff and parents/caregivers, technology skills such as use of computers, A/V equipment etc.

Excellent interpersonal and communication skills, ability to deal with students of all high school ages calmly and efficiently, especially those with behavioural difficulties, and to deal with parents in a similar manner. Knowledge of safety and emergency procedures, first aid skills are desirable.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform any reasonable and lawful duties outside of their normal responsibilities from time to time, as requested by their line manager.