



Twyford Church Of England Academies Trust

“I have come that you might have life and have it to the full” John 10 v10



Twyford Church of England High School

Job Description

Job Title:	Graduate Sports Assistant
Salary:	Salary range is from Grade 1 Point 7 (term time only) for 35 hours per week (£17,618pa) up to Point 2 on the Unqualified Teacher Pay Scale (£23,642pa) for a candidate who is able to offer 'lesson cover' responsibilities
Hours:	35 hours per week, term time only <i>Variable start and end times</i>
Duration	Fixed term to 31st August 2020
Line Manager:	Head of PE

Main purpose of Post

- Coach and run sports teams throughout the year
 - Officiate fixtures
 - Assist PE staff with delivery of lessons
 - Assist with PE and games administration
 - Take cover lessons
 - Undertake duties during break and lunch times
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Key Roles and actions:

- 1. Coach and run sports teams throughout the year**
 - Assist/lead teams in your selected sports.
 - Run fixtures against local schools and enter tournaments as guided by the Head of PE.
- 2. Officiate fixtures**
 - Assist with the running of the sports programme by officiating fixtures in a number of sports.
 - Be on hand to help the smooth running of tournaments hosted at Twyford and other schools.
- 3. Assist PE staff with delivery of lessons**
 - Assist with delivery of the PE curriculum, as directed by the Head of PE.
 - Ensure that resources for lessons are updated on Copia (VLE).
 - Deliver the PE commitment to supporting the break and lunch duty programme.

4. Assist with PE and games administration

- Enable the smooth running of the department by carrying out a number of duties such as confirming fixtures/helping set up lessons/helping host tournaments/ordering equipment.
- Assist with the organisation of inter-house sport competitions.
- Assist with the communication of results and point scores via assemblies, PE noticeboard, website, etc.

5. Take Cover lessons

- Take Cover lessons as directed.

The successful candidate will have:

- A sport based degree or have played sport to a high level (*desirable*)
- Familiarity with at least one of our main sports (Football/Cricket/Rugby/Netball) (*essential*)
- Have aspirations to teach PE or progress along a coaching pathway
- Hold a level 2 coaching qualification (*desirable*)
- Ability to be reflective and driven towards self-improvement
- Energy and enthusiasm
- Excellent verbal and written communication skills
- Excellent administrative and organisation skills
- Ability to work as part of a busy team
- A UK drivers licence (*desirable*)
- A commitment to the ethos of the school

Key Terms and Conditions

Pay:

Grade 1 Point 7: Term time only salary for 35 hours per week is £17,618pa.

Salary is negotiable for a candidate who is able to offer 'lesson cover' responsibilities – up to 23,642pa

Hours of work:

Up to 35 per week. Working hours will be confirmed by the Head of PE. Term time only (39 weeks).

Pension Scheme:

You will be entitled to join the Teachers Pension Scheme. More information about the scheme can be found at the TPS website: www.teacherspensions.co.uk

Probation:

The post is subject to a probationary period of 1 term during which time your notice period is 1 month.

The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>

You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.