**Priory Woods School**

**HLTA – PE & Sports Leader – Job Description**

|  |  |
| --- | --- |
| Job title:  | HLTA – PE & Sport Leader  |
| Reports to (job title):  | PE Lead  |
| Hours of work:  | 35 hours per week (TT plus 1 week) |
| Grade/Point: | Grade H points 17 - 20 |

 **Main duties/responsibilities**

|  |  |
| --- | --- |
|  | **General Responsibilities**  |
| •  | Demonstrate a highly professional approach to everyday work.  |
| •  | Work independently, demonstrating initiative and pro-activity.  |
| •  | Work effectively as part of a team.  |
| •  | Develop and maintain efficient record keeping systems.  |
| •  | Maintain positive behaviour and inclusion in accordance with school policies, and demonstrate good practice with regard to attendance, punctuality, behaviour and respect.  |
| •  | Use behaviour management strategies, in line with the school’s policy and procedures, which contribute to a purposeful learning environment.  |
| •  | Lead and assist with maintaining good behaviour of pupils throughout the school at all times.  |
| •  | Motivate all pupils to work to the best of their ability to meet the curriculum standards and their educational achievement.  |
| •  | Promote the development of pupils’ self-reliance, self-esteem and emotional resilience.  |
| •  | Promote and support the inclusion of all pupils in the learning activities in which they are involved.  |
| •  | Contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures.  |
| •  | Communicate effectively and sensitively with pupils to support their learning.  |
| •  | Build and maintain positive relationships with pupils, ensuring the care, health and welfare of children at all times.  |
| •  | Show sensitivity and objectivity in dealing with parents, members of the school community and visitors  |
|  | **HLTA – PE & Sport Lead responsibilities**  |
| •  | Actively promote positive physical and mental health  |
| •  | Working with the school’s PE Leader, plan, deliver and evaluate curriculum-based PE sessions for all pupils, including identifying how the pupils can best be supported.  |
| •  | Ensure a clear and meaningful sequence of learning, in line with the School’s wider curriculum  |
| •  | Organise and deliver age-appropriate activities during lunchtime and after school clubs.  |
| •  | Organise and manage safely the learning activities, the physical teaching space and resources for which you are given responsibility.  |
| •  | Work closely with and consult with the school’s PE Leader, ensuring continuity and progression for all pupils.  |
| •  | Monitor pupils’ participation and progress, providing feedback to the PE Leader and class teachers, and giving constructive support to pupils as they learn; contribute to maintaining and analysing records of pupils’ progress.  |
| •  | Provide additional care for pupils with particular needs (learning, behavioural, physical, mental) as part of a planned programme, and assist in maintaining records.  |
| •  | Support with the management of leisure equipment, ensuring resources are maintained, including the hydropool. |
| * Work collaboratively with colleagues, and carry out the role effectively, knowing when to seek help and advice.
* Under the direction of the School Business Manager, carry out relevant Health and Safety checks
* Engage in the wider school PE offer, taking the lead where appropriate, for example for Sports Days/events, external sporting events and visits
 |
| **Other Duties**  |
| Be aware of and comply with school polices relating to Safeguarding, child protection, health and safety, confidentiality and data protection.  |
| Deal with minor problems and first aid  |
| Report persistent or serious issues to a the staff on duty / Class Teacher and notify the appropriate staff of injuries or problems requiring parental follow-up  |
| Work with the Sports Lead / DHT to identify any training and development needs, and actively seek out CPD opportunities as required by the school.  |

**Person specification**

|  |  |  |  |
| --- | --- | --- | --- |
|   | **Essential**  |  | **Desirable**  |
| **Qualifications and training**  | * A qualification in English and Maths
* A qualification in PE / Sport / Physical health

   | • •  | Qualification in first aid Qualification / experience in supporting children in social and emotional health and well-being  |
| **Experience**  | * Experience and positive impact in working with primary ages children
* Experience of supporting children with social interaction and development

  |  • •  | Working within a school environment. Working in accordance with school policy and procedures.  |
|  |  | •  | Promoting pupils’ welfare and education.  |
| **Knowledge and** **skills**  |  • High standard of spoken English  |   |  |
| **Personal qualities**  | The successful candidate will have: * A positive attitude to work.
* An enhanced DBS certificate and barred list check.
* A good attendance and punctuality record.
 |   |  |
|   | * Excellent time management and organisational skills.
* High expectations of self and professional standards.
* The ability to maintain positive and successful working relationships with all school stakeholders.
* Flexible and adaptable
* High levels of drive, energy and integrity.

The successful candidate will be: * Able to promote good behaviour consistently.
* Able to plan and take control of situations.
* Committed to contributing to the wider school and its community.
 |  |