**Priory Woods School**

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

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| 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**

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|  | **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**

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|  | **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. |  | | |