



## WEST JESMOND PRIMARY SCHOOL PE AND SPORTS MENTOR - JOB DESCRIPTION

**POST TITLE:** PE and Sports Mentor      **JOB CODE:** AA4094

**GRADE:** N4

**JOB EVALUATION** 417 points

**RESPONSIBLE TO:** Headteacher and PE Lead

**JOB PURPOSE:** To support the delivery of the requirements of the National Curriculum throughout all year groups within school, attend sporting events and provide out of school activities.

**MAIN DUTIES:** The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

### GENERAL

- To deliver, alongside class teachers, high quality PE and Sports within the National Curriculum across the primary age range. To liaise with PE coordinator and Leadership Team in relation to resources for effective PE lessons and timetables for all PE lessons and sporting activities
- To assist in monitoring and recording the progress of individual pupils in accordance with school procedures and reporting to the class teacher.
- To attend sporting events with groups of pupils in school time and out of school time as required. To liaise with outside agencies in relation to sporting events.
- Providing clerical and administrative support for the organisation of sporting events and competitions, e.g. arranging transport.
- To support and assist in the development of an effective programme of out of school sports activities.
- To attend training sessions relevant to the post.
- To support the school in promoting sports to all children.
- To be flexible within working hours in order to support out of hours learning (including breakfast club, lunchtimes and after school).
- To assist in maintaining a healthy, safe and secure environment and to act in accordance with the School's policies and procedures.

## **Learning Environment Organisation**

- Responsible for the organisation, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- Assisting in the preparation, maintenance and repair of apparatus and equipment. Preparing pupils' work for display in the classroom and around the school.
- Audit and care for the school PE resources.

## **Pupil Support**

- Working with pupils directly on curriculum related tasks under the direction of the teacher.
- Contributing to the delivery of all aspects of the PE curriculum for pupils, including assessment, and reporting procedures.
- Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.
- Contributing to monitoring and evaluating the learning environment provided for the pupils in their care and using this evaluation to help make necessary changes and developments within the learning environment.
- Working with teachers and other staff in planning the teaching programme and associated activities.
- Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.

## **Welfare and Other Duties**

- Under teacher overall control, accepting shared responsibility for the creation of a safe environment for pupils.
- Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.
- Providing general care and welfare by responding appropriately to the social, emotional and physical needs of pupils.
- Administer medication to pupils in accordance with the school's policy and procedures.
- To promote and implement the school's Equality Policy in all aspects of employment and service delivery.

## **Child Protection**

- The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons they are responsible for, or comes into contact with.