JOB DESCRIPTION

**SPORTS ENRICHMENT ASSISTANT**

**Salary:** TA C – **Grade 3** £17081 - £17495 p.a. full time equivalent. £10440 - £10693 (pro-rata).

**Hours:** 26.25hours per week (11.45 a.m. – 5.00 p.m.) term time only.

**Support for pupils:**

* Support the activities of individuals or groups under the supervision of the Sports Enrichment Officer or Teacher
* Establish and maintain relationships with individual pupils and groups.
* Encourage pupils to interact and work co-operatively.
* Give regular feedback on pupils’ progress to the Sports Enrichment Officer or Class Teacher.
* Maintain high standards of health and safety at all times.

**Support for the Sports Coach/Class Teacher:**

* Contribute to the planning and evaluation of learning activities.
* Contribute to the management of pupils’ behaviour.
* Observe and report on pupil performance.
* Prepare and maintain equipment/resources and assist pupils in their use.
* Lead after school sports clubs and activities.
* Lead sports teams and attend school sports competitions/fixtures.
* Provide administrative duties, e.g. maintain accurate attendance registers and carry out risk assessments.

**Support for the school:**

* Be aware of and comply with policies and procedures relating to child protection, health and safety and confidentiality and report any concerns to the relevant member of staff.
* Ensure all pupils have equal access to opportunities to participate in sport and PE.
* Review and develop own professional practice and participate in training as required.
* Accompany teaching staff and pupils on fixtures, visits and out of school activities as required.
* Attend relevant meetings as required.
* Develop and maintain working relationships with other professionals.
* Liaise with parents as appropriate.
* Work as required in all Key Stages within the school.
* Undertake any other reasonable duties as requested by the Headteacher.

Signed…………………………………………… (Headteacher) Date……………………………………

I acknowledge that I have seen and received a copy of the above job description.

Signed…………………………………………… (Member of staff) Date……………………………………