



Twyford Church Of England Academies Trust

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



Ealing Fields High School

Job Description

Job Title:	PE Sport Assistant – Non-teaching Support role
Salary:	Grade 3
Hours:	Term Time Only, 12hours a week <i>Variable start and end times</i>
Line Manager:	Head of PE

Main purpose of Post

- Set up and pack down equipment for PE lessons
 - Set up and pack down equipment for sports clubs
 - Maintain PE equipment
 - Ensure PE equipment a safe standard for use.
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Key Roles and actions:

1. Set up and pack down equipment for PE lessons
 - As directed by HOD – eg. sort and prepare bibs, balls, rackets etc
2. Set up and pack down equipment for sports clubs
 - As directed by HOD – eg. sort and prepare bibs, balls, rackets etc
3. Maintain PE equipment
 - Pump up balls
 - Clean equipment
4. Ensure PE equipment a safe standard for use
 - Work with HOD to ensure equipment meets the requirements for safe use

The successful candidate will have:

- A passion for physical education
 - An interest in sport (*desirable*)
 - Familiarity with at least one of our main sports (Football/Cricket/Rugby/Netball)
 - Ability to support a wider learning club (*desirable*)
 - Have aspirations to teach PE or progress along a coaching pathway (*desirable*)
 - Energy and enthusiasm
 - Commitment to supporting the PE department at Ealing Fields function smoothly
 - Excellent verbal and written communication skills
 - Excellent administrative and organisation skills
 - Ability to work as part of a busy team
 - A commitment to the ethos of the school
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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.