



Chilton Academy – Sports Apprentice Job Description

Post Title	PE and School Sport Apprentice
Job Purpose	<ul style="list-style-type: none"> To work alongside the guidance of the PE lead in assisting in the delivery of PE and school sport To assist in the administration of PE and School Sport, e.g. attendance at competitions and festivals To assist in nightly After School provision until 5.30pm To organise and deliver lunchtime/breaktime sporting activities e.g. running club, football league To organise, resource and monitor breaktime activities To work alongside EYFS staff to help deliver planned activities to support Physical Development as part of the EYFS curriculum
Reporting to	Luke Sheard (PE Lead) Mrs Nicholls (Business Manager)
Working time	Term Time only – 37 hours per week
Hours	10.00am – 5.30pm – Monday to Thursday 9.30am - 4.30pm Friday Half hour for lunch each day
Salary/grade	Dependent on applicant TBC (£5.28 per hour – will increase depending on age of successful candidate)
Main duties	<ul style="list-style-type: none"> Supporting PE throughout the school Deliver lunchtime clubs Deliver activities during breaktimes Helping to deliver after school provision Promote inclusion for all pupils. Ensuring they have equal opportunities to learn and develop Comply and assist with the school's safeguarding policy to ensure the safety and welfare of pupils Comply and assist with the school policies and procedures relating to child protection, health and safety, SEN/Inclusion and data protection, reporting all concerns to the appropriate names person Support the preparation of school teams for festivals and competitions Taking small groups of children for activity

	<ul style="list-style-type: none"> • Support the administration of PE and School sport • Support within other curriculum areas if required • Maintain sports noticeboard • Maintain PE equipment cupboard • To work collaboratively with class teachers • To support and deliver school focused health and well-being projects • To undertake training when necessary with Go Well • To maintain the professional conduct expected of a member of school staff and adhere to all school policies at all times • Observe and implement all relevant legislative requirements including Health and Safety at Work Act • To undertake other reasonable tasks requested by the Headteacher/ PE Lead/ Business Manager • Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude
Enhancing own knowledge, skills and understanding	<ul style="list-style-type: none"> • To attend training courses relevant to the post eg. Staff meetings, inset days, Go Well training days and ensure continuance of personal and professional development