

Academy  
Job Description

<b>Name:</b>	
<b>Job Title:</b>	PE Technician
<b>Salary range / job grade:</b>	
<b>Responsible to:</b>	Head of PE
<b>Responsible for:</b>	Ensuring the smooth running of PE lessons through maintenance and storage of equipment, preparation of resources, assist in the delivery of PE lessons, any other PE related tasks
<b>Effective Date:</b>	

<b>Role and Context</b>	
<b>Purpose:</b>	Offering support in and out of lessons, for the PE Department, reporting to the Head of Department.
<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To provide an effective cover solution for lessons when required</li> <li>• To ensure equipment is maintained to allow for lessons to be delivered safely and easily</li> <li>• To set up equipment ahead of lessons</li> <li>• To arrange transport for PE dept fixtures</li> <li>• To assist in the delivery of Extra Curricular sport</li> <li>• To carry out departmental administration tasks</li> <li>• To lead small groups who require additional support in practical lessons</li> <li>• To assist in the delivery of GCSE and A Level lessons</li> <li>• To ensure safeguarding policies are adhered to</li> <li>• To ensure departmental policies are followed</li> <li>• To seek CPD opportunities to benefit self and also the department</li> <li>• To work effectively as part of a team</li> <li>• Any other task deemed appropriate by the Head of PE</li> </ul>

<b>General Duties:</b>	<ul style="list-style-type: none"><li>• To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.</li><li>• To be a trained first aider and fire marshal</li><li>• To maintain Staff and Pupil confidentiality</li><li>• To undertake training as appropriate</li><li>• To participate in the performance management programme</li></ul>
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**General Information and review:**

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

**Signature:**

**Date:**

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