

# Godstowe

## Job Description

### Assistant in the P.E. Department

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

#### Introduction

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The Assistant in the P.E. Department will work closely with the Director of Sport and all members of the P.E. Department to facilitate the smooth running of key events and assist with teaching and coaching in lessons and/or clubs, and umpiring of fixtures. The P.E. Assistant is expected to be committed and enthusiastic and able to provide practical support for the teaching staff. This is a varied role which would suit someone with excellent communication, organisational and IT skills and a passion for working with children and sport.

#### Management

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The Assistant in the P.E. Department is responsible directly to the Director of Sport. They will liaise with all members of the P.E. Department and other teaching staff, as well as the boarding staff and administrative staff.

#### Duties and Responsibilities:

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Duties include the following:

***Administrative duties for the P.E. department - 60% / Practical assistance with lessons and fixtures - 40%***

- To order match teas, coaches and minibuses for fixtures
- To assist with team sheets and communication with parents regarding fixtures
- To keep notice boards up to date with teams and fixture details
- To maintain equipment and place orders
- To help supervise the changing rooms and manage spare kit
- To support P.E. staff at both home and away fixtures (including after school events and some Saturdays)
- To help umpire / coach in practices and matches
- To assist with Lodge PE and set up equipment for lessons
- 25-30 hours per week across 4 or 5 days per week

The following knowledge, skills and attributes are essential:

- Strong organisational, interpersonal and communication skills
- Excellent IT skills

The following knowledge, skills and attributes are desirable:

- Ability and willingness to umpire netball and/or lacrosse
- Knowledge of SOCS system
- Willingness to take a lifeguarding and first aid course
- Ability to drive a minibus

## **Child Protection**

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All members of staff are responsible for the promoting and safeguarding the welfare of children. All members of staff are required to participate in regular child protection training and to follow the child protection policy at all times. Any child protection issues must be referred to the designated person for child protection and/or the Headmistress.

May 2024