



HOLY TRINITY
Church of England Academy
Brockley Avenue, South Shields, Tyne and Wear NE34 0TS

JOB DESCRIPTION

POST TITLE: Teaching Assistant Sport

GRADE: Band 5 Point TBC
TTO + 5 days
Temporary

RESPONSIBLE TO: Head Teacher/SLT

Overall Objectives of the Post:

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system. This will involve planning, preparing and delivering learning activities for individuals/groups/whole classes and monitoring pupils and assessing, recording and reporting on pupils achievement, progress and development.

Key Tasks of the Post:

1. You will provide support to pupils. You will:

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Develop children's skills, knowledge and positive attitudes through a range of curriculum activities including sports and physical education.
- Provide and manage a range of after school activities including sports opportunities and clubs under the direction of the PE Curriculum Lead and Sports Coach
- Develop inter class and inter school and regional competitions under the direction of the PE Lead and Sports Coach
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

2. You will provide support for the Teacher. You will:

- Work with the Teacher to establish an appropriate learning environment.
- Work individually and/or with the Teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.

- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the Teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the Teacher, contributing to reviews of systems/records as requested.
- Undertake marking of pupils' work and accurately record achievement/progress when appropriate.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Provide general clerical/administrative support e.g. administer coursework, produce worksheets for agreed activities etc.

3. You will provide support for the curriculum. You will:

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Have a good understanding of programme of study for Primary Physical Education
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

4. You will provide support for the school. You will:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Undertake planned supervision of pupils' out of school hours learning activities.
- Supervise pupils on visits, trips and out of school activities as required.

Holy Trinity CE Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: TM

Date: 16.06.2022