**Broom Cottages Primary & Nursey School**

**Level 3 Teaching Assistant Standard (with Sport & PE) Apprenticeship**

**Job Description**

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| **Post Title** | **Teaching Assistant (with Sport & PE) Apprentice** |
| Job Purpose | * To assist in the delivery of PE and school sport * To support small groups of children in activity * To assist in the administration of PE and School Sport e.g. attendance at competitions and festivals * To support other classroom based activities if/ when PE is not being delivered * To support the delivery of Community Clubs (Mondays & Thursdays, 16:30 – 18:30) |
| What you will learn | Training is provided through a blended programme of practical activity, group training and virtual learning. The programme provides opportunities to share experiences with other apprentices and learn from experienced professionals.   * An understanding of how pupils learn and develop * The importance of feedback in promoting independent learners * Behaviour support strategies * An understanding of the National Curriculum/assessment for learning and how to support children * Understand current statutory guidance including ‘Keeping Children Safe in Education’ * Safeguarding Policies and the Prevent Strategy * The importance of ICT and how it can be used effectively. |
| Reporting to | A named mentor in school and a named member of SLT  Apprentice Tutor |
| Working time | Term time only – 37 hours per week |
| Hours | **Monday – Friday TBC**  **Supporting Community Clubs on Mondays and Thursday, 16:30 – 18:30.** |
| Salary/grade | Apprentice Rate dependent on age and experience. Minimum hourly rate of £6.40.  Please see following link for further information:  [National Minimum Wage and National Living Wage rates - GOV.UK (www.gov.uk)](https://www.gov.uk/national-minimum-wage-rates) |
| Main duties | * Supporting PE throughout the school * Helping to deliver lunchtime clubs * Helping to deliver after school clubs * Support delivery of Community Clubs * Support the preparation of school teams for festivals and competitions * Taking small groups of children for activity * Support the administration of PE and School sport * Support within other curriculum areas when required * Maintain sports noticeboard * Maintain PE equipment cupboard * To work collaboratively with class teachers * To undertake training with Go Well/ Educational & Sporting Futures (at Chilton Academy and virtually) and complete portfolio work. * To maintain the professional conduct expected of a member of school staff and adhere to all school policies at all times * To undertake the responsibility to safeguard pupils * Observe and implement all relevant legislative requirements including Health and Safety at Work Act * To undertake other reasonable tasks requested by the Headteacher * Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude. |
| Enhancing own knowledge, skills and understanding | * To attend training courses relevant to the post eg. Staff meetings, inset days, Educational & Sporting Futures/ Go Well training days and ensure continuance of personal and professional development. |
| How you will be assessed | * Submit a portfolio of evidence that is collated with, written assignments, case studies and presentations * Practical observations * Professional discussion * End Point Assessment (EPA) |

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