

The Romero Catholic Academy

Job Description for PE & Sports Apprentice



The Romero Catholic Academy
Nurturing the Talent of Tomorrow

Grade: Romero Apprentice Pay Scale (pro rata)
Hours: 37 hours per week (Monday – Thursday 08:30am – 4:30pm and Fridays 08:30am-4:00pm), 39 weeks per year Fixed Term Apprentice Contract – 15 months
Contract Type:

This appointment is with the Academy Committee of the school. The post-holder will, by personal example, promote the Catholic ethos and Mission of the school, ensuring that it permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Principal and the Post-holder. It will be reviewed annually.

Core Purpose

As a PE & Sports Apprentice within The Romero Catholic Academy the core purpose of the job is to assist and support Classroom Teachers with the education of children in our School and support delivery of PE & Extra Curriculum activities to help assist in improving physical activity level within the school.

Duties and Responsibilities

- To support the delivery of high-quality PE & sports coaching during and after school to help raise attainment.
- Support schools with competitive sport provision, sports days and other sporting relative activities.
- Improve links with local schools to help with competitive sport and physical activity provision.
- Assist with increasing the physical activity levels within the school, through a range of different programmes.
- To assist the school in its day to day duties.
- To contribute to the overall ethos, work & aims of the school.
- Develop an understanding of policies & procedures, complying with their contents and raising concerns in a timely manner.
- Develop and maintain resources for physical education and sport activities through preparing, maintaining and deploying resources to assist teaching.
- Assist in ensuring the sport inventory is kept up to date.
- To assist in the teaching of physical education through leading activities and supporting non-specialists.
- Contribute to the planning of lessons and work programmes and devising of suitable activities.
- Support the teaching and learning of individuals or groups of pupils, using support strategies to the needs of the pupils and liaising with staff over any issues.
- Assist teachers in the evaluation and revision of lessons and work programmes.
- Promote fair play and good sporting behaviour and implement the schools behaviour and any related policies.
- Establish out of school physical education where possible.



- Assist teaching staff as required, including helping individual children and groups with the full range of curriculum activities and use of information technology as appropriate.
- In collaboration with Class Teachers ensure classrooms and other teaching areas are kept in a tidy state and that equipment and materials are stored correctly.
- Undertake supervision of children in the playground and dining room as determined by the Principal.
- Assist with tasks in respect of classroom activities as required including maintaining library books records; collection and recording of monies e.g. school outings, book club; maintaining classroom supplies and general classroom duties such as photocopying, filing etc.
- Assist Class Teachers in preparing and supervising outings and visits as required.
- Attend staff meetings and parent’s evenings as necessary.
- Assist supply staff with daily classroom routine as determined by Class Teacher.
- And such duties as are within the scope, the salary grade and the spirit of the job purpose, the title of the post, and its grading. (Please refer to the Notes of Guidance for further clarification).

All duties and responsibilities must be carried out with due regard to the Romero Catholic Academy’s Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Romero Catholic Academy’s Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

Responsible for: n/a

Responsible to: Principal

Agreed by..... Date

Principal..... Date

Review date: This job description will be reviewed in September 2019 but may be reviewed before this date should the duties change

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	Essential	Desirable	Evidence
Qualifications/Education:			
GCSE's – Maths and English or relevant Apprenticeship	✓		A
Holder of relevant National Governing Body coaching qualification		✓	
Knowledge, Skills & Experience:			
An understanding of the needs and characteristics of young children	✓		AI
Personal experience in delivering sport / activities to groups of primary pupils in school, clubs or similar.		✓	AI
Some understanding of child development and the way in which children learn	✓		AI
An understanding of the roles played by various adults in children's education	✓		AI
An understanding of equal opportunities issues and an awareness of what this involves e.g. being able to communicate with people from minority groups, people with disabilities	✓		AI
To effectively use ICT and use of other equipment – video, photocopier	✓		AI
An ability to relate well to children and adults	✓		AI
To work constructively as part of a team	✓		AI
Ability to self-evaluate learning needs	✓		AI
Sympathetic to the Catholic ethos of the school	✓		AI
Experience of working with children of relevant age or with specific special needs	✓		AI
Personal Qualities:			
Passionate about positively impacting children's education	✓		AI
Comfortable dealing with parents, staff and children at all levels	✓		AI
Proactive	✓		AI
Collaborative, works well in a team	✓		AI

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) will be required prior to appointment. This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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