

## PE TECHNICIAN

### THE PHYSICAL EDUCATION DEPARTMENT

Physical Education (PE) has enjoyed a period of growth and development in the past few years. The department has worked diligently to expand the choices available to students, both within lessons and beyond, improving standards of achievement whilst keeping participation rates in all sports high. The department has a very high profile in the school, the local community and our national reputation is strong, being recognised as in the top 100 state schools in the country for school sport. National success in netball and orienteering have been highlights for us. Our most recent newsletter 'The Falli PE News' and a closer look at the department's page can be viewed on our [website](http://www.fallibroome.academy/fallibroome-sports/)



[www.fallibroome.academy/fallibroome-sports/](http://www.fallibroome.academy/fallibroome-sports/) where a sense of the PE department's impact can certainly be gained.



The outstanding departmental team is experienced and very committed, providing a wealth of expertise across many sports. Of the eight teachers in the department, six hold full time posts and two hold a part-time position. One member of the department works with our feeder primary schools,

working with students with physical disabilities and developing school-club links. Our PE technician supports the department in all administrative tasks and with the extracurricular commitments.



PE is taught as a core subject throughout the school and also appears as an option in Key Stage 4 where students follow the AQA GCSE or OCR Cambridge National Sport Studies course. Students in the sixth form are offered a range of opportunities within the PE programme including AQA A Level PE, Community Sports Leader Award and regular recreational activities as part of their curriculum enrichment programme. Examination results within the

department continue to be outstanding at KS5. These significant results have been achieved through the dedication and endeavour of both staff and students.

Extracurricular clubs play an integral part of the students' personal development and take place at lunch-time, after school and at weekends. Student participation rates are extremely high which has meant continued success at local, county and national level. We run a Fallibroome Sports Association that brings parents and staff together for fundraising events that allow us to further improve our extracurricular offer. They have also provided us with support for recent sports tours to South Africa and Marbella.



The school is located on the north-western edge of Macclesfield, next to Macclesfield Rugby Club and adjoining the town's leisure centre, where there is an excellent swimming pool and a good range of other provisions including an outdoor athletics track. Our playing fields are extensive and attractively situated, and we also have a multi-purpose all weather pitch which allows us to deliver a broad and balanced curriculum.

## **PE TECHNICIAN**

### **INFORMATION ABOUT THE POST**

The Fallibroome Academy is a highly successful and popular school. We require a highly motivated person with effective organisational and communication skills to join the PE department in this high achieving school. The person appointed will have a keen interest in PE and sport, together with first class administrative, organisational and interpersonal skills.

This is a part-time post working 32.5 hours per week during term-time. Whilst the routine working pattern will be 6.5 hours per school day (0830 to 1530 with a half hour unpaid lunch break), a degree of flexibility is desirable in order to meet the specific requirements of the PE department. This could, for example, involve attendance at extra-curricular activities and/or fixtures after school and at weekends. This will be in consultation with the Head of PE and appropriate notice will be given.

The post-holder will be required to provide practical support to teachers of PE in order that the curriculum can be delivered efficiently and effectively to students. The work will be very varied and will require a degree of multi-tasking and the ability to prioritise tasks. As well as the routine organisation of PE equipment and preparation of teaching materials, the job will also involve word-processing and the input of student data and department finances into spreadsheets. Help with the maintenance of the department's web pages will also be required and training for these skills will be offered as necessary.

The successful applicant will be responsible for arranging fixture lists for the wide variety of sports undertaken in school. This will involve liaising with departmental staff both at Fallibroome and at other schools, organising transport and undertaking the administrative tasks associated with these events.

You will be required to undertake lunch duty supervision as required.

The person appointed to this post must be in sympathy with the ethos of an academy and have an understanding of what we are trying to achieve. As well as the technical and practical skills required to carry out the work outlined in the Job Description, flexibility and a commitment to high standards in personal work are essential for this position. You must also be a good team worker able to relate to a wide variety of people in a complex organisation and will often need to respond promptly to teachers working under pressure of time.

You must be able to demonstrate a good record of attendance and punctuality in your previous employment and be of smart personal appearance, and you must be willing to undertake additional training as required to support your own professional development.

## THE FALLIBROOME ACADEMY – JOB DESCRIPTION

|                 |                                 |          |             |
|-----------------|---------------------------------|----------|-------------|
| Job title:      | PE Technician                   | JOB REF: | TFA (T) 005 |
| Responsible to: | Head of PE/<br>Business Manager | GRADE:   | 4, SCP 5-6  |

### **BASIC JOB PURPOSE**

To provide practical support to teachers of PE in order that the curriculum can be delivered efficiently and effectively to students.

### **MAIN RESPONSIBILITIES**

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| 1  | Prepare a wide range of equipment/tools for use by teachers and students in the Gymnasium/Training Hall and on relevant sports pitches.   |
| 2  | Clean and undertake basic maintenance routines on equipment and tools used in all sports areas.   |
| 3  | Set out and clear away equipment required by school teaching staff and assist in the production of resource materials and teaching aids such as worksheets, plans and coursework for GCSE and Advanced Level classes. |
| 4  | Provide practical support and guidance for school staff in the use of materials, workshop techniques, practices and processes and recommend solutions to technical problems encountered.                              |
| 5  | Provide support to students and teachers during lessons in the use of all PE resources.   |
| 6  | Assume responsibility for the safe storage of students' work, eg coursework.  |
| 7  | Liaise with contractors/suppliers and check and sign contractors' completion of any refurbishment and maintenance work in relation to sports equipment.   |
| 8  | Undertake replenishment ordering and storage of equipment, under the direction of teachers.   |
| 9  | Undertake the annual department inventory check, notifying all discrepancies or write-offs to the Finance department.   |
| 10 | Organise detailed fixture lists for a variety of sports by liaising with staff within the department and from other schools.  |
| 11 | Co-ordinate and arrange transport to external fixtures.   |
| 12 | Work closely with staff to help develop the quality and effectiveness of the school's newsletter.   |

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| 13  | Assist in the maintenance of the department's database including the input of data.   |
| 14  | Update and develop the department's homepage on the school's website.   |
| 15  | Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times. |
| 16  | To assist with exam invigilation as and when required.  |
| 17  | To assist with the administration of the department's risk assessments.   |
| 18  | To undertake lunch-time duties as required.   |
| 19  | To be a First Aider (training will be given).   |
| 20  | Ensure all duties and responsibilities are undertaken in line with the school's Health and Safety policy.   |
| 21  | Actively safeguard and promote the welfare of children at all times.  |
| <p>Notwithstanding the detail in this job description, in accordance with the school's policy the job holder will undertake such work as may be determined by The Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.</p> |   |

## **THE POST: PE TECHNICIAN**

### **PERSON SPECIFICATION**

We are looking for someone who is trustworthy, reliable, with a strong interest in sport to join a very committed and dynamic team of people who work tirelessly for the benefit of the students and the school. The person appointed must be a good team player of smart appearance and be able to demonstrate a good record of attendance and punctuality in previous employment. We wish to appoint someone who is flexible and used to 'multi-tasking' and who has the personal skills and qualities which best meet the needs of the school and the team.

#### **Experience and Qualifications**

- Minimum of 4 GCSEs or equivalent.
- Ability to demonstrate use of administrative process skills in a busy environment.
- Working knowledge of Microsoft Office, particularly Word and Excel.
- Working knowledge of Internet systems, including e-mail (some experience of building and maintaining web pages would be useful, but is not essential).
- Familiarity with data input and the need for accuracy.
- Ability to demonstrate clean and creative display skills on a consistent basis.

#### **Personal Qualities**

1. Excellent written and verbal communication skills.
2. First class organisational skills.
3. Strong interpersonal skills with the ability to relate well to a wide variety of people, including staff, parents, students and external bodies.
4. Sensitivity and absolute discretion.
5. A confident telephone manner and a professional approach to dealing with all enquiries.
6. The ability to work independently and to make decisions on own initiative.
7. Drive, energy and a commitment to high standards in personal work.
8. The ability to work under pressure and to meet deadlines.
9. The potential for growth and development.
10. Enthusiasm and a passion for sport.
11. An Interest in working with children.