



THE KEYS FEDERATION ACADEMY TRUST
'Unlocking Potential'

The Keys Federation Multi-Academy Trust is a values-led organisation comprising of Christian and community schools. All staff are expected to support the Trust's ethos and our 'Spirit of Purpose'.

JOB DESCRIPTION – Federation PE Apprentice

Main purpose of the role:

The PE Apprentice will assist the Federation PE Specialists with delivery of sport and physical activity and any associated administration. This will involve assisting with the planning, implementation and delivery of the PE curriculum and coaching programmes within The Keys Federation Sports Academy on a timetable basis; ensuring PE is an integral part in the life of the schools, creating centres of sporting excellence.

The PE Apprentice will assist in PE lessons, run playground games and activities at lunchtimes, assist with after school sports clubs, assist at local, regional, national inter-school competitions, audit and organise PE resources, admin duties such as writing letters, collecting permission slips and contacting parents/carers.

As an employee within The Keys Federation, staff may be required to work at any school within the Federation.

Line Management: Reporting to Federation PE Specialists and Director of Academy Excellence/Principals

Liaising with: Chief Executive Officer, Director of Academy Excellence, Principals, teaching and support staff, external agencies/suppliers and PE providers

Salary Scale: Apprenticeship salary - tbc depending upon age

DBS Disclosure Level: Enhanced

Professional Responsibilities

To assist in the teaching of PE through leading activities and supporting the Federation PE Specialist to deliver Early Years, key stage 1 and key stage 2 Physical Education to the highest possible standard.

To assist with the improvement of staff development within the area of PE and school sport.

To improve competitive sport provision by assisting at various sporting competitions.

Develop and maintain resources for PE and sports activities through advising on the suitability and appropriateness of resources and preparing, maintaining and deploying resources to assist teaching.

Assist in ensuring the sporting inventory is kept up to date.

Support the teaching and learning of individual or groups of pupils, using support strategies appropriate to the needs of pupils.

Assist in talent spotting and encouraging G&T children to access further provision.

Assist teachers in the evaluation and revision of lessons and work programmes for individuals and groups of pupils and contribute to the monitoring, recording and assessment of pupil progress.

Contribute to the development of a purposeful working atmosphere promoting fair play and good sporting behaviour and implement the Trust's Positive Behaviour Management Policy and all related policies and procedures.

Co-ordinate, initiate and develop liaison with outside agencies and professionals to secure high quality opportunities for PE and sport within and beyond the timetabled day, ensuring effective communication throughout by undertaking clerical/administrative tasks at the direction of the Federation PE Specialists.

To be passionate about PE and a role model for children in this area, working to achieve and maintain sports awards.

Assist in providing opportunities that contribute to the quality of the children's wider educational development, including their personal, spiritual, moral, social and cultural development.

Ensure the health and safety of all children on school premises and when involved in educational visits, off site activities etc and undertake and complete the necessary risk assessments.

To assist with the organisation of annual sports afternoons.

To look for opportunities to promote PE to wider audiences, including the outside community.

Actively support the Trust's corporate policies relating to equality and diversity, inclusion and health, safeguarding and well-being, confidentiality and social networking.

Promote the ethos of the Trust's schools and celebrate their success at every opportunity.

Sign and uphold the Trust's Code of Conduct.

Embrace and actively take part in the 'Spirit of Purpose', fulfilling obligations to maintain and continue professional development in line with the Keys Federation expectations.

To commit to the specified number of hours of professional development each year and have drive and passion to evolve and improve as a committed staff member.

Take a shared responsibility for your own continuing professional development by participating in a range of appropriate professional development opportunities.

To participate in the staff performance management process in accordance with the Federation's policy and be responsible for self motivation towards agreed targets.

The job description encompasses the above statements, but the Federation PE Apprentice should be willing to undertake any other tasks that the CEO, Director of Academy Excellence, Principals or Federation PE Specialists might reasonably require

Signed Post Holder

Name Post Holder

Date



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PERSON SPECIFICATION – Federation PE Apprentice

ESSENTIAL SKILLS/QUALIFICATIONS

Four GCSE or equivalent levels at Grade C and above or equivalent, including English and Maths

A qualification in sports

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post:

Be competent in a range of sporting skills

Good knowledge and use of a range of PE equipment

Knowledge and understanding of the PE National Curriculum and working with children across the Primary phases.

Understanding of and commitment to partnership working and communication

Applicants should be able to provide evidence that they have the following necessary skills and abilities:

Enthusiasm and passion for sport

Ability to communicate clearly with pupils and adults

Ability to explain straightforward tasks and activities to the pupils under the direction of the PE Specialists

Ability to use Excel, Word and various databases

Ability to establish good relationships with adults and young people

Good verbal and written communication skills

Ability to demonstrate commitment

Ability to work successfully both independently and as part of a team

Ability to act as a role model of appropriate behaviour

Ability to use own initiative

Ability to use ICT effectively to support learning

Ability to constantly improve own practice/knowledge through self evaluation and learning from others

Ability to inspire and motivate children to enable them to achieve their potential

Ability to work in accordance with the schools health and safety policies

Self-motivated with good organisational skills

Ability to recognise own learning needs and seek further opportunities

Be prepared to work outside normal school hours when involved in extra curricular activities and out of school clubs

To have high expectations

To show commitment to sustain excellent attendance at work

Commitment to and participation in the wider life of the schools and Federation

Willingness to be flexible and adaptable as determined by the needs of the schools and the Federation

Confidential references required for all applicants:

Written references only

Training Provided

Level 2 Certificate in Learning and Physical Education in School sport.

Spirit of Purpose CPD

Other relevant courses