



## JOB DESCRIPTION

|                |                                    |
|----------------|------------------------------------|
| Job Title      | L3 Sports Apprentice               |
| Salary         | £10,380 FTE p.a. (£9,197 pro rata) |
| Hours          | 36 hours per week, term time only  |
| Responsible to | Sports Coach/Head of School        |

### **Job Purpose:**

To work within the academy to support the sports coach and teachers to deliver challenging and inclusive P.E lessons, that cover a range of sports and technical skills, to children in the EYFS through to and including KS2. Responsible for promoting and safeguarding the welfare of children.

The post will be linked with an apprenticeship sports coach level 3 training at a college.

### **Duties and Responsibilities:**

#### **Administrative support for PE Department:**

- Preparing lesson equipment for PE lessons
- Preparing correspondence to parents/carers to promote after school sports clubs, fixtures/tournaments and liaising with the admin team to send the correspondence.
- Photocopying/laminating
- Arranging/confirming tournaments/fixtures with local primary schools/academies.
- Ensuring the STEP minibus and staff to drive are available for tournaments/fixtures
- Liaising with external coaches who run after school clubs
- Updating the academy calendar with sporting events/news

#### **Technical support:**

- Assist class teachers in PE lessons
- Dealing with questions/problems from students
- Lost property - sort and return clothing to owners
- Ensure the Academy PE Kit is maintained and ensure students return kits worn
- Inspect the equipment and report and defects to the Sports Coach

#### **Other support:**

- Be aware of and support the Academy's Improvement Plan, focussing on the aim to increase the participation rate in Schools sports for all children within the academy, in relation to the Sports Premium.

#### **Safeguarding commitment**

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

### **Personal Development**

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

### **Commitment to Equality and anti-racism**

STEP Academy Trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

### **Commitment to Diversity**

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

### **Green Statement**

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

### **Data Protection**

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

### **Confidentiality**

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

### **Health & Safety**

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

## PERSON SPECIFICATION

Job Title: **Sports Apprentice**

| Category   | Essential | Desirable | Assessed by:<br>Application<br>Form | Assessed by:<br>Interview | Assessed by:<br>Task |
|--|-----------|-----------|-------------------------------------|---------------------------|----------------------|
| <b>Qualifications &amp; Experience</b>   |           |           |                                     |                           |                      |
| GCSE (or equivalent) in English and Maths  | ✓         |           | √                                   |                           |                      |
| GCSE (or equivalent) in PE/Sports  |           |           | √                                   |                           |                      |
|  |           |           |                                     |                           |                      |
| <b>Knowledge &amp; Understanding</b>   |           |           |                                     |                           |                      |
| Relevant knowledge and experience of sports development, including club and coach development  |           | ✓         | ✓                                   |                           |                      |
| Good understanding of child protection, child development, health & safety and sports equity principles / policies / procedures (training will be given) |           | √         | √                                   | √                         |                      |
|  |           |           |                                     |                           |                      |
| <b>Skills &amp; Abilities</b>  |           |           |                                     |                           |                      |
| Good level of ICT literacy with knowledge of word processing, spreadsheet and database packages  |           | √         | ✓                                   |                           |                      |
| Excellent communication and interpersonal skills; able to communicate with people at all levels  | ✓         |           | ✓                                   |                           |                      |
| Ability to inspire, motivate and encourage young people through sport  | √         |           |                                     |                           | √                    |
| Ability to adapt sessions appropriately dependant on the needs of young people   | √         |           |                                     |                           |                      |
|  |           |           |                                     |                           |                      |
|  |           |           |                                     |                           |                      |
| <b>Personal Skills and Attributes</b>  |           |           |                                     |                           |                      |
| A willingness to learn and get involved  | ✓         |           |                                     |                           |                      |
| Self-motivated   | ✓         |           |                                     |                           |                      |
| Reliable and approachable  | ✓         |           |                                     |                           |                      |