



## Twyford Church of England Academies Trust

"I have come that you might have life  
and have it to the full" John 10 v10

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### Twyford Church of England High School

#### Job Description

<b>Job Title:</b>	<b>Graduate Sports Assistant</b>
<b>Salary:</b>	<b>Point 2 on the Unqualified Teacher Pay Scale</b>
<b>Hours:</b>	<b>27.5 hours per week* Term Time only</b>
<b>Duration</b>	<b>1 year fixed Term</b>
<b>Line Manager:</b>	<b>Head of PE</b>

*\*12:00-17:30 Mon-Thurs and 10:30-16:00 Friday*

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#### Main purpose of Post

- Coach and run sports teams throughout the year
  - Officiate fixtures
  - Assist PE staff with delivery of lessons
  - Assist PE staff with the delivery of Sport Wider Learning (clubs), which will include fixtures and squad training
  - Assist with running the Friday after school Sport programme
  - Assist with PE and games administration
  - Take PE cover lessons when required
  - Undertake duties during break and lunch times
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## **Key Roles and actions:**

### **1. Coach and run sports teams throughout the year**

- Assist/lead teams in your selected sports during the extended elective slot (15:45 – 16:45).
- Run fixtures against local schools and enter tournaments as guided by the Head of PE.

### **2. Officiate fixtures**

- Assist with the running of the extensive extended elective programme by officiating fixtures in a number of sports.
- Be on hand to help the smooth running of tournaments hosted at Twyford and other schools.

### **3. Assist PE staff with delivery of lessons**

- Deliver practical PE lessons as part of the afternoon programme of sport enabling each year group to enjoy an afternoon of school sport in the core elective (14:10 – 15:40).

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- Develop an understanding of the Twyford model lesson structure - a focus on coaching within game situations and competition.
- Assist with the delivery of this programme in your selected sport/s.
- Deliver the PE commitment to supporting the lunch duty programme (12:00-14:00).

### **4. Assist PE staff with delivery of extended electives**

- Deliver daily high quality extended elective (after school club) in your selected sport/s.
- Record attendance at daily extended elective using school attendance system SIMS activities.
- Promote your extended elective through assemblies, PE noticeboard.
- Support with after school fixtures programme as required.

### **5. Assist with PE and games administration**

- Enable the smooth running of the department by carrying out a number of duties such as confirming fixtures/helping set up lessons/helping host tournaments/ordering equipment.
- Assist with the organisation of inter-House sport competitions as required
- Assist with the communication of results and point scores via assemblies, PE noticeboard, and the school website.

### **6. Assist with the running of the Community Sport Programme**

- Help advertise key partners to the students at Twyford to ensure participation levels are increasing.

## **The successful candidate will have:**

- A sport based degree or have played sport to a high level (*desirable*)
- Familiarity with at least one of our main sports (Football/Rugby/Netball/Basketball) (*essential*)
- Have aspirations to teach PE or progress along a coaching pathway

- Hold a level 2 coaching qualification (*desirable*)
- Ability to be reflective and driven towards self-improvement
- Energy and enthusiasm
- Excellent verbal and written communication skills
- Excellent administrative and organisation skills
- Ability to work as part of a busy team
- A UK drivers licence (essential)
- A commitment to the ethos of the school

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## **Key Terms and Conditions**

### **Pay:**

Point 2 on the Unqualified Teacher Pay Scale.

### **Hours of work:**

*27.5 hours a week*

*12:00-17:30 Mon-Thurs and 10:30-16:00 Friday*