

## SILS Job Description

<b>Job Title:</b>	Sports / PE Instructor	<b>School name:</b>	Southwark Inclusive Learning Service
<b>Grade and Range:</b>	Hay Grade7	<b>Hours:</b>	Full Time, fixed term
		<b>Working pattern:</b>	Term Time (39 weeks) only
<b>Reports to:</b>	Headteacher (or designated member of SLT)	<b>Supervises:</b>	Teaching assistant in lessons – one or two adults depending on group size

### **Purpose:**

- To act as lead professional coordinating the delivery of the sport, health & fitness curriculum across the school (KS3 and KS4)
- To co-ordinate provision for students ensuring that all learners are engaged and participate fully in a rounded curriculum, with achievement of accredited awards

### **Roles and Responsibilities**

**The instructor will be expected:**

- To have responsibility for a pastoral group – as a form tutor for up to 8 students you will be responsible for setting personal targets, supporting personal development, maintain contact with parents, promoting good attendance, etc.
- To organise the environment to promote the learning of all students
- To have a clear understanding of the benefits of sport, health and fitness for students with special educational needs and disability (SEND)
- To deliver the sport, health & fitness lessons and recreational sporting activities across SILS
- To promote and facilitate the achievement of accredited qualifications for students at KS4
- To work with others to collaboratively develop schemes of work and assessment for PE for the whole school.
- To become acquainted with planning, assessment and record keeping systems in operation in the school; keeping accurate records of student progress and submitting them on request
- To direct the work of Support Staff in lessons
- To act as lead professional responsible for development of learning programmes for individual students and /or groups of students.
- To promote good communications with parents
- To keep up-to-date with developments in educational thinking, particularly in relation to sport, physical education and learning disability
- To adhere to all school policies and procedures
- To take an active part in whole-school development planning – working alongside other staff you will be expected to contribute to discussions about school priorities and student progress; under direction of a senior leader.
- To co-operate with the school's Performance Management Procedures.
- To organise the smooth running of sports courses on and off-site (as required).
- To prepare essential learning materials and assessments in accordance with the national standards and quality specified by the appropriate awarding bodies
- To undertake assessment and maintain accurate records of student attendance, progress and achievement
- To maintain facilities, equipment and records, reporting major defects, ensuring that maintenance is carried out to approved safety standards.
- To maintain up to date knowledge of industry practices and equipment.
- To attend and take an active part in staff meetings and training
- To ensure that student behaviour is managed in line with SILS policy and procedure.
- To administer first aid to students, staff and visitors if required (if qualified to do so)
- To work with SLT and teaching staff to develop new and innovative ways of practical instruction in all aspects of sports, health and fitness, to enhance the syllabus and improve outcomes
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.
- To carry out any other reasonable duties required by the Headteacher (or head of school KS4)

### **Other Responsibilities**

- **Data Protection:** it is essential when working with computerised systems that you are completely aware of their responsibilities at all times under the Data protection Act 1984 for the security, accuracy, and significance of personal data held on such systems.
- **Equal Opportunities:** to take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
- **Health and Safety:** to work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all.
- **Safeguarding:** to have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection and safeguarding policies adopted by the school and Southwark Safeguarding Children Board.

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.*

### **Professional Responsibilities:**

The job description encompasses the above statements, but the Sports Instructor should be willing to undertake any other tasks which the Head teacher might reasonably require.

### Person Specification

<b>Job Title:</b>	Sports instructor – Hay Grade7 Term Time only	<b>School Name:</b> SILS
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CRITERIA	PERSON SPECIFICATION: Sports Instructor	
<b>A. Qualifications</b>	1. Educated to degree level or equivalent	<i>Desirable</i>
	2. Evidence of specialist qualification to at least level 3	<i>Essential</i>
	3. Hold a recognised level 3 qualification in subject specific area (sport, health & fitness)	<i>Essential</i>
	4. Level 2 qualifications in Maths & English	<i>Essential</i>
	5. Assessor's award	<i>Desirable</i>
	6. First Aid qualification	<i>Desirable</i>
<b>B. Relevant Experience</b>	1. Experience of work in the sport, health & fitness industry for over two years	<i>Essential</i>
	2. Experience of work as an instructor	
	3. Experience of work with secondary age students	<i>Essential</i>
	4. Experience of work with students in an alternative provision or similar setting.	<i>Essential</i>
	5. Experience of work with students with special educational needs, exhibited as challenging behaviour	<i>Desirable</i> <i>Essential</i>
<b>C. Knowledge</b>	1. Knowledge of the sports curriculum and education framework	<i>Essential</i>
	2. Knowledge of qualifications and assessments appropriate for secondary age students, to achieve national standards & accreditation	<i>Desirable</i>
	3. Knowledge and understanding of Safeguarding policies and procedures	<i>Essential</i>
	4. Awareness of health and safety procedures	
	5. Knowledge and understanding of SEN and the ability to work with these groups of students positively without confrontation.	<i>Essential</i> Essential
<b>D. Skills and Abilities</b>	1. Ability to develop positive relationships with students with SEN and to deal sensitively with issues that may arise according to their needs	<i>Essential</i>
	2. Excellent verbal and written communication skills - able to communicate effectively with students, staff, parents and other professionals	<i>Essential</i>
	3. Ability to work effectively with parents/carers to engage them in supporting improvements in achievement and behaviour	<i>Essential</i>
	4. High level ICT skills	<i>Essential</i>
	5. Patience and resilience	<i>Essential</i>
	6. Ability to be pro-active in the planning and prioritisation of work	<i>Essential</i>
	7. Ability to work on own initiative and as part of a team	<i>Essential</i>
	8. Commitment to equal opportunities	<i>Essential</i>
	9. Able to maintain confidentiality.	<i>Essential</i>
	10. Willing to undertake additional training and keep up to date with developments relevant to the post	<i>Essential</i>
	11. Willingness to work across the SILS sites in Southwark	<i>Essential</i>