

Job Description

Post	PE Technician
Department	PE and Sport
Responsible to	Head of Department
Working closely with	PE teaching staff
Hours	Tuesday, Wednesday and Thursday. Tuesday will include department meetings, staff meetings and staff training so the hours for this day will be 9am - 4.30pm. Wednesday and Thursday will be 9am - 4pm although with some flexibility around these hours in line with fixtures' commitments on a Wednesday and potential sports clubs on a Thursday
Work pattern	Term time

Key Purpose:

To provide high-quality curriculum and enrichment support to the PE staff and coordinate and raise awareness of high-quality sports enrichment opportunities at Aquinas College. The postholder will support both competitive and non-competitive programmes, promoting inclusion, participation, and wellbeing across the student community.

Key Responsibilities

Teaching and Learning Support	
1	Support the teaching staff in the preparation of teaching and learning environments for curriculum delivery.
2	Assist with practical assessments for A Level PE and CTEC Sport as required.
3	Provide appropriate supervision and support for students during lessons, enrichment and fixtures, ensuring their safety and wellbeing.
4	Support curriculum staff with the planning and administration of trips and visits.
5	Support staff in the planning of transport for fixtures.
Facilities and Equipment	
1	Maintain an inventory of curriculum practical equipment, ensuring it is replaced, repaired and maintained in liaison with Finance and Estates teams.
2	Support the curriculum in the procurement of kit and equipment as required.
3	Laundry, maintain and organise team and enrichment kit to ensure it is clean, available and presentable for fixtures and activities.
4	Ensure all equipment and activity areas are maintained in a safe and compliant condition and assist with risk assessments as required.
5	Officiate at least one or more sports for team matches.
Enrichment & Community Development	
1	Coordinate the non-competitive enrichment programme, including management of the use of facilities and gym inductions.
2	Research and develop wider sport enrichment opportunities to further enhance the college community.
3	Support the extra-curricular offer and deliver/oversee sessions as required.
4	Maintain records of student participation in enrichment and fixtures to support monitoring and reporting.
5	Promote inclusive participation by encouraging involvement from students of all abilities and backgrounds.

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6	Liaise with local clubs, governing bodies and community organisations to identify partnership and volunteering opportunities.
General College Responsibilities	
1	Share the College's Vision, Mission, Values and Behaviours and communicate them effectively.
2	Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of developing positive behaviour and attitudes.
3	Value diversity and promote equality.
4	Engage in marketing activities and liaison with employers and the wider community in line with College strategies.
5	Contribute to cross-college events.
6	Adhere to College policies and procedures including Health and Safety.
7	Ensure good communication at all levels.
8	Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults.
9	Undertake any other duties that the Principal considers appropriate.

The duties are indicative of the requirements of the post. It is college policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate.

The above job description was agreed as detailed below:

Name of the Post holder:	
Sign:	Date:
Name of Line Manager:	
Sign:	Date: