



JOB DESCRIPTION:	Technical Support Assistant
Job Title	Technical Support Assistant – Physical Education and Sport
Grade/Salary Range/Hours:	Grade D/WBC Spinal Points 5-9, 37 hours per week (term time only plus 1 Inset Day)
Report to:	To be responsible to the TA Subject Team Leader or Head of Department or SENCO as identified on the TA Structure.
Job Purpose:	The Technical Support Assistant will: <ul style="list-style-type: none">• improve standards of learning and achievement in Physical Education and Sport lessons, for all students;• help students to develop independent learning skills;• promote the school's inclusion policy by supporting students in their learning and development, removing barriers to achievement;• prepare and maintain equipment and teaching areas for specialist classes;• carry out administrative and other tasks related to the smooth running of the department;• support students in their learning and development, in small groups or with individual students as directed;• provide specialist support for teachers and students in order to ensure the smooth running of lessons, practical moderation sessions and extra curricular fixtures.• this role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies

Specific responsibilities of the post

Working under the direction and supervision of a qualified teacher, TA Subject Team Leader or Head Teacher:

Teaching and Learning:

- To encourage students to improve their learning, promoting self confidence and enhanced self esteem.
- To promote and support the inclusion of all students in the learning activities in which they are involved.
- To promote high standards of student behaviour in line with the school's behaviour policy, in consultation with the classroom teacher.
- To deliver differentiated activities and small group work with identified groups, both within and outside the classroom, under the guidance of the subject teacher, including running drills or other skills sessions.
- To support subject delivery in line with the appropriate teaching methods.
- To raise standards of achievement for all students, including use of support and intervention programmes.
- To provide technical support in Key Stage 3, 4 and 5 lessons, specifically in relation to the layout of outside teaching areas, and specialist sports equipment.
- To demonstrate the use of specific technical or sports equipment to whole classes or small groups of students, in liaison with the Head of Department or classroom teacher.
- To support students with their use of practical sports equipment during lessons.

Assessment and Recording:

- To monitor students' responses to learning and provide feedback about progress to students and the teacher.
- To complete record keeping and filing in relation to student progress, in the subject area.
- To use assessment of pupil progress, in consultation with the class teacher, to identify individuals or groups of students who require additional support or intervention.
- To support teachers in evaluating and maintaining records of student progress.
- To be responsible for supporting the Physical Education department in running practical moderation sessions in Key Stage 4 and 5.

Curriculum:

- To contribute to discussions, with teachers, head of department and other members of the TA team, on the development of programmes of study, personalised work and resources, and support programmes for students;
- To differentiate teaching resources and materials to support the teaching and learning in the department, using assessment of pupil progress to inform appropriate levels for differentiation.

Student personal development and well-being:

- To promote equal opportunities for all students.
- To ensure that equal opportunities, bullying or harassment issues are dealt with appropriately in line with school policy.
- To ensure that the school follows the national policy on safeguarding thus ensures that students are healthy and safe at school.
- To have high expectations of all students, and to assist them in developing confidence and self-esteem so that they can make outstanding progress.
- To respect students' social, cultural, linguistic, religious and ethnic backgrounds.
- To build and maintain successful relationships with students.
- To demonstrate and promote the same positive values, attitudes and professional behaviour that are expected from students.

Management of Staff:

- To support the SENCO in the deployment of teaching resources, including staff, in subject areas and within the Inclusion department as a whole.
- To provide advice and training for all staff (and students) on the use of specific sports resources.

Management of Resources:

- To ensure specialist pieces of sports equipment are in good working order, and thus to ensure that lessons run smoothly.
- As advised by the head of department, to support the ordering of Physical Education and Sport resources and equipment.
- To maintain the department's stock of resources, including an annual stock take and completion of inventory.
- To ensure that the sports store is kept tidy and in good working order for the use of Physical Education and Sport students.
- To log any faults with equipment and to fix these if they are minor problems, reporting any major problems to the Head of Department immediately.

Relationship with key stakeholders:

- To work collaboratively with colleagues to meet the needs of all students (including students with special educational needs).

Other specific duties:

- To undertake any further duties as outlined by the Headteacher provided that they are reasonable and appropriate.
- To attend relevant meetings as required;
- To carry out all aspects of the role effectively and seek help, advice or guidance as necessary.
- To identify personal training needs and attend appropriate internal and external in-service training sessions per year.
- To support the Physical Education department in running fixtures and other events within the extra-curricular sporting programme, including Sports Day.

No direct budgetary responsibility