

**ROKEBY SCHOOL  
JOB SPECIFICATION**

**Sports Assistant**

**Role outline:**

- To support the Director of Sport and Sports Department in the delivery of the Departmental Plan for Sport and PE at Rokeby School
- To transport boys to and from fixtures and the Rokeby Sports Ground and therefore possess a full UK Driving Licence in order to do so
- To help promote enjoyment in Sport and PE at Rokeby School
- To assist every boy to develop and reach their potential in Sport and PE at Rokeby School
- To nurture successful performance, confidence, teamwork and participation in Rokeby School's Sports teams

**Key responsibilities:**

**Teaching/Coaching Sessions**

- Provide support to the delivery of the PE curriculum
- Plan and Provide individual support to boys, appropriate to their needs within the PE curriculum
- Assist in the assessment of boy's performance and progress in the PE curriculum
- Prepare and deliver well-structured, inclusive and progressive coaching sessions suited to pupil needs in Games lessons and after school training sessions in liaison with the teaching staff responsible
- To be a positive role model, creating a positive and fun environment in which to motivate and encourage the boys to participate in sport or physical activity
- Evaluate boys technically and tactically and set appropriate goals
- Run and assist with qualified teachers or coaches extra-curricular sporting activities and clubs for boys
- Respond to any questions from boys about progress, process and procedures in Sport and PE
- Assist in academic lessons, under the supervision of a qualified teacher, when and if required

**Management of Information**

- Ensure the accurate completion of requisite school documentation, including records of attendance and boys progress reports, evaluations and where applicable referral / accident forms
- Input and update sporting information on the school website
- Assist in liaison with teachers, with the assessment, and recording of boy's achievements
- Input and update pupil assessment data in departmental records
- Maintain and update information on departmental notice boards ensuring it is current and relevant
- Input and update information regarding sporting fixtures, including team sheets, results and statistics on School sports website

**Management of Resources**

- Arrange orderly and secure storage of sports equipment and materials
- Operation of every day equipment in accordance with instructions
- Assist with the setup of PE and Games equipment prior to lessons and the safe dismantling of equipment at the end of lessons

**Key responsibilities:**

- Be responsible for the maintenance of Sporting equipment; check for quality/safety and undertake basic repairs when needed
- Undertake the itemisation and counting of Sporting equipment when required
- Compile, computer generate or photocopy departmental teaching resources
- Undertake a leading role in Lost and Found collection, maintenance and redistribution.

**Staff Development, Recruitment and Deployment**

- Form professional and collaborative working relationships with colleagues and promote teamwork and collegiality
- Maintain current knowledge of relevant National Governing Body programmes, policies and practices
- Undertake general staff duties before school, during break times and after school where required
- Be flexible with regard to hours worked, including evenings and weekends, to reflect the coaching activities and sporting team fixtures
- Undertake tasks related to whole school activities, such as accompanying boys and staff on educational visits and sporting fixtures as necessary (including weekends)

**Health and Safety**

- Provide First Aid or Appointed Persons cover during the school day and on off-site visits
- Use sporting equipment correctly and in accordance with training and instructions
- Supervise boys changing
- To transport boys to and from fixtures and the Rokeby Sports Ground and therefore possess a full UK Driving Licence in order to do so
- Take registers prior to the departure of games sessions and fixtures
- Adhere to the Minibus protocol at all times
- Collect and keep access to school held medication for pupils under their supervision
- To be part of the rota assisting with 'Drop Off' in the mornings, assisting the premises staff

**Line Management**

As set out in the line management schedule, revised annually

**Standards and Expectations**

A member of the teaching staff is expected to meet or exceed the school's standards and expectations.

**Responsible to:**

Director of Sport

**Jason R Peck**  
**Headmaster**

**June 2020**