

Norwich High School for Girls, GDST – Job Description	
Job Title	Date of profile
Sports Assistant	March 2024
Purpose of the role (job statement)	
To support the teaching of PE in both the Prep and Senior schools under the supervision of the PE Department teachers, through whole class situations or small groups of students. To support sports fixtures and tournaments.	
Accountable to	
The Director of Sport.	
Responsibilities	
<p>Teaching Support</p> <ul style="list-style-type: none"> Assist with swimming and morning PE lessons Provide support with fixtures, trips and activities Umpire matches Participate as appropriate in extra-curricular activities, including lunchtime clubs and after school classes <p>Administration</p> <ul style="list-style-type: none"> Support the PE department with a variety of administrative tasks Prepare relevant and up-to-date materials for teaching and fixtures that engage with topics being taught across the PE curriculum. <p>Pastoral</p> <ul style="list-style-type: none"> Under the direction of the teacher, promote and model positive behaviour in all teaching areas Uphold the Code of Conduct/Behaviour Policy through effective delivery of its aims Assist in the provision of pastoral/welfare support for all pupils, in order to encourage their social and emotional stability and development <p>Communications</p> <ul style="list-style-type: none"> Work collaboratively with colleagues to meet the needs effectively of all pupils. Communicate concerns and observations to the relevant person regarding health & safety issues and child protection issues to maintain the school's duty of care. <p>Training & development of self and others</p> <ul style="list-style-type: none"> Participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills. Attend staff meetings and Staff Study Days as required <p>General</p> <p>All school staff are expected to:</p> <ul style="list-style-type: none"> Work towards and support the school vision and the current school objectives outlined in the School Development Plan. Contribute to the school's programme of extra-curricular activities. Support and contribute to the school's responsibility for safeguarding students. 	

- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the GDST's Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, and conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process, and training and development opportunities available.
- Adhere to policies as set out in the GDST Council Regulations, the GDST Portal and any formal communications.
- Undertake other reasonable duties related to the job purpose required from time to time.

Indicative knowledge, skills and experience

- A keen and active interest in sport, particularly hockey, netball and cricket
- Competed in or coached Cricket, Hockey, Netball or Swimming to a good level
- Strong communication skills
- Well organised and willing to learn
- Swimming lifesaving qualification. If not already acquired, this will be funded by the school prior to start date.
- Ability to deliver excellent customer service and be able to communicate with a variety of different customers is essential.
- Punctual, personable, reliable, enthusiastic, proactive, works well in a team
- Good administration and ICT skills
- A full driving licence is desirable.

Review and Amendment

This job description should be seen as enabling rather than restrictive and will be subject to regular review.