

## **Job Description**

**Post Title:** Higher Level Teaching Assistant (Sport and Targeted Pupil Support)

**Grade:** SO1

**Line Manager:** Assistant Headteacher / SLT Link

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## **Job Purpose**

To independently plan and deliver high-quality PE provision across the school and lead school sport, including participation in borough-wide competitions. The postholder will also plan and deliver targeted learning mentor interventions at designated times to support identified pupils' social, emotional, behavioural, and learning needs.

This is a blended role, and the balance of duties will be determined by the needs of the school.

## **Key Responsibilities**

- PE Teaching and Sports Leadership
- Plan, deliver, and evaluate PE lessons independently for whole classes, ensuring progression, inclusion, and high levels of pupil engagement.
- Take responsibility for behaviour management, pupil safety, and safeguarding during PE lessons and sporting activities.
- Lead the organisation, training, and management of school sports teams, including football teams.
- Organise, coordinate, and run participation in borough-wide sporting competitions, liaising with other schools and external organisers as required.
- Supervise pupils during off-site sporting events and competitions, taking responsibility for pupil conduct, welfare, and safety.
- Carry out and implement appropriate risk assessments for PE activities and sporting events.
- Maintain accurate records relating to participation, behaviour, and engagement in sport.
- Promote positive attitudes to teamwork, perseverance, aspiration, and healthy lifestyles, acting as a positive role model.

## **Learning Mentor Responsibilities**

- Provide a complementary service to existing teachers and pastoral staff in the school.
- To promote the effective transition of pupils between primary and secondary school.
- To identify those children who would benefit most from a Learning Mentor and, working with others, draw up and implement an action plan for each child who needs particular support (except where the pupil is already subject to an individually tailored plan).
- To develop a one-to-one mentoring relationship with children needing particular support where necessary, aimed at achieving the goals defined in the action plan.
- To work closely with teaching staff in identifying pupils at risk of underachieving.
- To develop positive relationships and maintain contact with families and carers in order to facilitate the development of family support in pupils learning.
- To work in a variety of ways to support, motivate and challenge pupils to raise levels of achievement. These may include support in class, one-to-one counselling helping

individuals and groups with work and developing and implementing Individual Action Plans.

- To keep a detailed monitoring and progress record and to make it available to the designated Line Manager.

### **Responsibility and Decision Making**

- Exercise professional judgement in planning and adapting PE lessons and learning mentor interventions.
- Make day-to-day decisions relating to pupil behaviour, safety, engagement, and participation.
- Take responsibility for pupils during PE lessons, interventions, and off-site sporting activities.
- Determine appropriate strategies to support pupils' engagement, well-being, and progress.

### **Contacts and Relationships**

- Work collaboratively with teaching staff, support staff, and SLT.
- Communicate with external schools, borough organisers, and sporting bodies regarding competitions and events.
- Build positive and professional relationships with pupils and parents where appropriate.

### **Working Conditions**

- Regular physical activity and outdoor work.
- Responsibility for supervising pupils during off-site sporting events.
- Occasional requirement to work outside normal school hours to support sporting fixtures or events.

### **Safeguarding**

- Act in accordance with the school's safeguarding and child protection policies at all times.
- Take responsibility for pupil welfare and safety and report any concerns promptly and appropriately

	<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of delivering PE or sporting activities to groups of children.</li> <li>• Experience of working positively with pupils who require additional social, emotional, or behavioural support.</li> <li>• Experience of working with children in a multi-cultural setting</li> <li>• Experience of working with children who</li> </ul>	X	

	<p>may be in difficult circumstances, distressed or who display anti-social behaviour.</p> <ul style="list-style-type: none"> <li>• Experience of team working with other staff drawn from different disciplines.</li> </ul>		
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of literacy and numeracy</li> </ul>	X	
	<ul style="list-style-type: none"> <li>• Relevant sports or coaching qualification, or equivalent experience.</li> </ul>	X	
	<ul style="list-style-type: none"> <li>• Willingness to undertake first aid and safeguarding training.</li> </ul>	X	
	<ul style="list-style-type: none"> <li>• First Aid qualification.</li> </ul>		
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Ability to independently plan and deliver PE lessons.</li> </ul>	X	
	<ul style="list-style-type: none"> <li>• Strong behaviour management skills and understanding of safeguarding responsibilities.</li> </ul>	X	
	<ul style="list-style-type: none"> <li>• Ability to organise and lead sporting activities, including off-site events.</li> </ul>	X	
	<ul style="list-style-type: none"> <li>• Ability to exercise professional judgement when supporting pupils with additional needs.</li> </ul>	X	
	<ul style="list-style-type: none"> <li>• Good organisational and record-keeping skills.</li> </ul>	X	
	<ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills.</li> </ul>	X	
	<ul style="list-style-type: none"> <li>• Awareness of effective monitoring and evaluation methods</li> </ul>	X	
	<ul style="list-style-type: none"> <li>• Experience of leading school sports teams and organising competitive sporting events.</li> </ul>		X
	<ul style="list-style-type: none"> <li>• Experience of delivering targeted learning mentor or intervention programmes.</li> </ul>		X