**Great Torrington School**

**Post:** PE Technician

**Grade:** JE Scale D Point 8 to 12

**Salary:** £25,992 to £27,711 (full time equivalent) £13.47 to £14.36 per hour

**Hours:** 577.2 hours per annum (14.8 hours per week, 39 weeks per year)

The post holder will be finally responsible to the Headteacher, but will in the first instance be responsible to the Subject Led of PE

Appraisal review and staff development is the responsibility of the Subject Lead of PE

**Main Purpose of Job**

* To support the GTS PE Department in all aspects of PE and School Sport.
* To provide PE curriculum support to the department.
* To carry out administrative duties to ensure the smooth running of lessons, clubs, events, and fixtures.
* To contribute towards extra-curricular activities and school sport to sustain and promote further opportunities for pupils.

**Main Responsibilities and Duties**

* To develop and promote opportunities within and outside the curriculum.
* To liaise with local clubs and coaches.
* To co-ordinate the fixtures program.
* To provide technical support to the PE department
* To offer further coaching opportunities within the school.

**General**

* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with adhering to the GTS Safeguarding and Protecting Children policy.
* Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation and the GTS Equalities policy.
* Contribute to the overall ethos/work/aims of GTS and North Devon schools.
* Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with GTS’ and North Devon schools’ Health and Safety policies.
* Assist and support the delivery of activities at GTS.
* Any other duties that may reasonably be required in agreement with the line manager and ultimately the Headteacher.

**This job description will be reviewed as appropriate.**

This is not considered to be an exhaustive list, as such; the job holder may be expected to carry out any other reasonable duties as directed by the Headteacher.