



Sports Teaching Assistant – Job Description

Purpose

To support the delivery of high-quality PE and Games across Knightsbridge School. Under the direction of the Director of Sport and PE Teachers, the Sports TA will assist in coaching, supervising, and motivating students to develop their skills, fitness, and confidence in a nurturing and safe environment.

Responsibilities

1. Teaching & Coaching Support

- (a) Assist in lesson delivery: Support PE Teachers in providing clear structures for lessons, helping to maintain pace, motivation, and challenge for all pupils.
- (b) Small group coaching: Lead small groups or individual stations during Games sessions to help children acquire and consolidate knowledge and skills.
- (c) Demonstration: Instruct and demonstrate sporting techniques clearly and accurately using appropriate vocabulary.
- (d) Inclusion: Assist in implementing recommendations from the Learning Support Department to ensure children with SEND are fully included and challenged.
- (e) After-School Provision: Take an active role in after-school clubs, squad training, and Saturday sports events as required.

2. Pupil Management & Well-being

- (a) Environment: Help establish and maintain a safe, purposeful, and positive working atmosphere where children feel secure.
- (b) Behaviour: Support high expectations for children's behaviour, maintaining discipline in accordance with school procedures and fostering positive relationships.



(c) Supervision: Supervise children at the beginning and end of lessons, and provide dedicated supervision during fixtures until children are collected by parents.

(d) Pastoral Care: Promote the well-being, health, and happiness of pupils, fostering positive self-esteem.

3. Monitoring & Administration

(a) Progress Tracking: Assist teachers in monitoring children's skills and recording progress systematically to help identify strengths and weaknesses.

(b) Communication: Notify the school office of team selections and ensure effective communication of fixture details to staff and parents.

(c) Reporting: Contribute feedback on pupil progress to the lead teacher to assist in the preparation of informative reports for parents.

4. Logistics & Departmental Support

(a) Equipment: Help maintain games storage areas, conduct regular equipment checks, and report any necessary replacements to the Director of Sport.

(b) Fixtures: Actively contribute to the organisation of Games programmes, including help with fixtures, transport coordination, and catering arrangements.

(c) Events: Assist in the organisation and execution of major school events, such as Sports Day and Inter-house competitions.

5. Professional Requirements

(a) Ethos: Support the aims, ethos, and "Knightsbridge Spirit," ensuring a positive contribution to the school community.



(b) Health & Safety: Be proactive in matters of Health and Safety, including assisting with risk assessments and holding (or working towards) a current First Aid certificate.

(c) Professionalism: Dress in appropriate professional sports attire and set a good example through personal conduct and punctuality.

(d) Development: Participate in the school's annual appraisal programme and attend relevant CPD (Continuous Professional Development) sessions.