



**THE AVON VALLEY SCHOOL
& PERFORMING ARTS COLLEGE**





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Information for Job Applicants

Thank you for your interest in our vacancy.

The Avon Valley School is a popular and over-subscribed foundation school providing an exciting and ambitious curriculum for 11 to 16 year-olds. We are committed to building supportive, professional relationships between students, staff, parents and carers and the community that we serve.

At The Avon Valley School we have established a strong community where staff and students work together in an atmosphere of mutual respect. Our students are valued as individuals and encouraged to develop their abilities to the full. We are proud of their progress and of their achievements, both academically and in a wide range of extra-curricular areas.

The Avon Valley School is a forward looking school with proud traditions. We want all of our students to make the most of the opportunities that the school has to offer and to develop into thoughtful, articulate, confident and responsible members of society. We have high expectations and provide the support that each student needs to ensure success; as a result, standards are constantly improving.

Avon Valley staff are welcoming, committed and maintain the highest expectations of both themselves and our students. We have a firm commitment to professional growth for all our staff, reflected in our continual professional development and learning opportunities.

Across the school, teaching is creative, ambitious and evidence-informed which promotes a place of learning that challenges and supports all students to aspire, engage and achieve.

Following our Ofsted Inspection in March 2023, we were graded a "Good" School. We have a hardworking and committed team of specialist teachers and a commitment to ensuring the best possible outcomes for our students. We are looking to attract highly motivated individuals, to become valued members of our staff.

Of all our achievements, we are most proud of our students: their enthusiasm, eagerness to learn and willingness to contribute to the various opportunities that life at The Avon Valley School offers and we are united in our commitment to ensuring that all our students receive an excellent education that develops and nurtures their abilities and talents.

We welcome applicants to arrange a visit to our school to see first-hand our learning environment and we hope this information pack provides useful insight into life, work and learning at The Avon Valley School.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Blake Francis,
Headteacher

Newbold Road, Rugby, Warwickshire CV21 1EH
Headteacher: Blake Francis Bsc Hons, PGCE, NPQH

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PE Technician

Band F SCP 7-10 (£19,647.90 - £21,127.92 Actual Salary)

Full-Time – Permanent (37 hrs per week, 40 weeks per annum – TTO plus teacher training days, plus 1 week holiday working)

Job Start: ASAP

The Avon Valley School is an oversubscribed 11-16 school which is known for its aspirational and caring environment. Following our Ofsted Inspection in March 2023, we were graded a “Good” School. We have a hardworking and committed team of specialist teachers and a commitment to ensuring the best possible outcomes for our students. We are looking to attract highly motivated individuals, to become valued members of our staff.

We are looking to appoint a competent and highly motivated colleague to join our forward thinking, successful PE Faculty. Promoting sport throughout the school the role will include assisting with the day-to-day administration within the Faculty. As well as the organisation and maintenance of resources and equipment, in addition to supporting students in lessons and contributing to the extensive extra- curricular sporting programme.

The successful candidates will be required to work 37 hours per week the core hours being from 8.30 am - 3.30 pm. The remaining hours of 4.5 per week will be completed leading/assisting in after school activities i.e. training, fixtures, clubs etc.

Closing date: Monday 25th September 2023

(We reserve the right to close this vacancy early if we receive sufficient applications for the role).

Interviews to be held: Soon after the closing date.

For further information, the application form and job description, please visit our website, or email: recruitment@avonvalleyschool.uk or telephone: 01788 542355, please note we do not accept CVs without an application form. Please send completed application forms to: recruitment@avonvalleyschool.uk

The Avon Valley School is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. The above post is subject to a satisfactory DBS Enhanced Disclosure Certificate with Barred List check (child) via the Disclosure and Barring Service.

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Job Description Job Title: PE Technician

Accountable to:	Head of PE	Line Managing:	N/A
Post type:	Full-time 37 hours per week (40 weeks, term time only plus teacher training days plus 1 week holiday working)	Salary/Grade:	Band F SCP:7-10 Actual Salary: £19,647.90 - £21,127.92
Liaising with:	Teaching staff, Parents/Carers.		
Every member of staff is required to:			
<ul style="list-style-type: none">• Work towards and promote the vision, beliefs, aims and expectations of the school• Support and contribute to the achievement of every child's outcomes• Support and contribute to the safeguarding of all students• Undertake professional development activities to enhance personal development and performance• Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff.			
Broad Description			
<ul style="list-style-type: none">• Working under the overall supervision of the responsible teacher, assist and support teaching and learning, working with individuals or groups and assist in providing for general care, safety and welfare of students.			
Tasks and Responsibilities			
Faculty support			
<ul style="list-style-type: none">• Responsible for the general maintenance and operational efficiency of teaching areas, including the care and maintenance of services, apparatus and stores, reporting the need for repairs to the Curriculum Leader for PE.• Ensure correct maintenance and storage of such apparatus and equipment for the delivery of PE within the school. This may include small repairs of apparatus or equipment.• Responsible for the washing, organisation and maintenance of kit, bibs and lost property.• Oversee the distribution of school PE kit and other sports clothing and ensure the maintenance of kit, bibs and lost property including the washing and organisation of these items.• Stocktaking of PE equipment.• Liaise with premises / ground maintenance regarding PE requirements.• Maintain all PE stores so that the equipment is easily accessible and kept in good order.			
Curriculum support			
<ul style="list-style-type: none">• Contribute to curriculum planning and evaluation and assist in implementation.• Assist in the delivery of lessons/sessions and interact with the teacher and students as required.• Undertake agreed learning activities/teaching programs, adjusting activities according to student responses.• Support and use ICT in learning activities & develop students' competence and independence in its use			
Support for students			
<ul style="list-style-type: none">• To supervise students in changing areas (same gender areas only) and assist with preparing students for physical education lessons.• Support individuals or groups during independent /group work, e.g. explain tasks, reinforce key objectives/ concepts or vocabulary, use practical apparatus, support less able students, extend/challenge more able, keep students on task, interested, motivated and engaged.• Occasional support to whole class for short periods (e.g. leading warm ups).• Help students to develop communication skills.			

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- Promote inclusion and acceptance of all students, encourage them to interact and work co-operatively and engage in activities.
- Promote independence and development of self-esteem.
- Assist in the personal, social, emotional development of students and development of self-esteem.
- Assist with the development and implementation of IEPs/behaviour plans.
- Use specialist skills/ knowledge/ training to provide support in specialist areas.
- Encourage and reinforce positive interactions between students working within any behaviour targets set.
- Identify and report uncharacteristic behaviour patterns.
- Assist with student supervision on trips off the premises, under overall guidance of the teacher.
- Monitor and provide for general care, safety and welfare of students, including first aid and tasks connected with their social inclusion and personal/physical care.

Support to teacher

- To work closely with PE staff and fully support learning in PE lessons which may involve leading specific activities.
- Assist with lesson/activity planning, delivery and evaluation.
- To take a lead role in organising, promoting and delivering a range of extracurricular activities.
- Monitor individual/group achievements of key objectives and provide feedback to the teacher.
- Contribute to student assessment through observation and reporting.
- Record information relevant to assessment and review of students' progress.
- Support implementation of strategies to manage student behaviour and help manage student behaviour.
- Active involvement in day to day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment, materials and differentiated resources.
- To assist teachers by using data proactively to identify and drive individual and group improvement to maximise achievement.
- To propose development actions for students based on analysis of data.
- Liaise with parents/carers, specialist teachers and other professional staff, share and provide information.
- Organisation of practical equipment, including preparation and storage before and after lessons.
- Maintenance, auditing and purchasing of equipment and organisation of maintenance contracts.
- Undertake routine and non-routine administrative tasks, e.g. produce worksheets, and administer coursework tasks associated with the planning and implementation of PE activities and trips.
- Providing minibuss transportation for PE activities.
- Administering first aid to pupils.

Administrative support

- Provide administrative support to the PE department as necessary, this includes correspondence, organising fixtures and maintaining the fixture list, affiliations etc.
- Arrange and book transportation e.g. school minibuses and coaches.
- Help with the organisation and running of events such as, sports days, inter-school district competitions, and open evening.
- Participate in departmental meetings and take minutes.
- Liaise with grounds maintenance team for PE requirements.
- Create and update information on the PE display boards.
- Share news and collate articles for the school's newsletters.
- Increase and manage the use of social media.
- Monitor extra-curricular activities attendance data.

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Continuing Professional development

- Take responsibility for personal professional development, keeping up-to-date with research and developments and changes in the school curriculum.
- Undertake any necessary professional development as identified.
- Maintain a professional learning portfolio of evidence to support the appraisal process including the incorporation of targets related to leadership, evaluating and improving own practice.

Additional Duties

- Contribute to the life of The Avon Valley School and Performing Arts College, and support its ethos and policies.
- Undertake any other duties as reasonably required by the Headteacher.

This job description may be reviewed and be subject to amendment or modification after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Safer Recruitment Statement:

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).

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Person Specification PE Technician

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none"> • Educated to at least GCSE grade C/4 or equivalent, in Maths and English • Experience working with children of relevant age • Full working knowledge of relevant policies/codes of practice and general awareness of relevant legislation. • Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment • Understanding of principles of child development and learning processes and in particular, barriers to learning 	Previous experience (or formal training and experience)	Application form, letter & references
Skills & Knowledge	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Good organisational skills • Ability to build effective working relationships with pupils and adults • Skills and expertise in understanding the needs of all pupils • Knowledge of how to help adapt and deliver support to meet individual needs • Excellent verbal communication skills • Active listening skills • The ability to remain calm in stressful situations • Knowledge of guidance and requirements around safeguarding children • Good ICT skills, particularly using ICT to support learning and write meeting logs • Understanding of roles and responsibilities within the classroom and whole school context • Understanding of effective teaching methods 	Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice	Letter, references & selection process
Personal qualities and skills	<ul style="list-style-type: none"> • Enthusiastic, sensitive, flexible, hard working with a sense of humour and ability to remain calm • High level skills of communication, time management and prioritisation • Ability to keep confidences • Excellent interpersonal skills and organisational skills • Ability to support and challenge 	Ability to ask for help if required Concern for the welfare of the school community	Letter, references & selection process

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	<ul style="list-style-type: none">• Ability to inspire, motivate and influence others• Ability to relate well to children and adults.• Calm and patient with children.• Ability to work within a team.• Enthusiastic and flexible.• Ability to smile when things don't quite go according to plan		
Special Requirements	<ul style="list-style-type: none">• Excellent punctuality and attendance record• Commitment to safeguarding pupil's wellbeing and equality• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school• Willingness to participate in the extracurricular life of the school		References & selection process

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