
	<p>Oldbury Wells School Bridgnorth Shropshire WV16 5JD Telephone Number: 01746 765454</p>	
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**GENERAL SCHOOL SUPPORT ASSISTANT - Physical Education (PE)  
Contract Type: - Fixed-term contract ending 31 August 2022.**

**START DATE: REQUIRED AS SOON AS POSSIBLE**

**Salary: Dependant on age (£6.45 - £ 9.25 per hour)**

**32.50 hours per week (8.30 – 3.30 pm with 30 minutes lunch break)**

**Term time only, 5 days a week**

We are seeking to appoint, a committed and dedicated General School Support Assistant to work alongside the schools PE team. You will need to demonstrate a flexible approach to the frequently changing demands of the role, work as part of a team, and assist the staff in securing the safety and welfare of pupils. The role is diverse, and you will also be involved in effective supervision and control of pupils and be prepared to engage in ancillary duties as determined by the Head of Department/Headteacher.

We are very much a community of staff who are supportive and friendly and would welcome applications who are resilient, enjoy a challenge and relishes working with young people and as part of a wider team. Previous experience working in the education sector is highly desirable.

How to apply:

If you feel you have the qualities to complement our existing team then we would love to hear from you. **Please note CVs will not be accepted.** Completed application forms should be returned to Mrs K Cook, Director of Finance and Business, at the school or by email to [karen.cook@oldburywells.com](mailto:karen.cook@oldburywells.com) by the closing date below.

The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting [www.dbs.gov.uk](http://www.dbs.gov.uk). This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

"The ability to communicate at ease with stakeholders and provide advice in accurate spoken English is essential for the post."

**Closing date: 9 am on Wednesday 29 September 2021**

## **JOB DESCRIPTION**

### **GENERAL SCHOOL SUPPORT ASSISTANT (Physical Education)**

Reporting to: Head of Physical Education

Location: Oldbury Wells School (Secondary School)

Weeks of work: 32.5 hours per contracted working week (pro rata for part time)  
Flexible in line with the needs of the School  
38 weeks per annum (term time only)

#### **Core Job Purpose:**

Working as part of an effective team, providing support in the first instance to the PE department and whole school. Assist in monitoring and securing the safety and welfare of pupils during movement around the school and any ancillary duties as determined by the Head of Department/Headteacher.

#### **Key Responsibilities:**

You will be required to provide extra support during PE lessons and in the classroom where you will assist the teaching staff to: -

- maintain and organise PE equipment, ensuring that it is safely prepared for lessons and collected and stored appropriately.
- ensure all kit/bibs are washed and prepared for lessons or fixtures
- ensure changing rooms are tidy and locked/unlocked ready for lessons
- help to develop positive educational experiences for students with special needs in PE
- Assist in the supervision and control of pupils on school
- Assist and support in monitoring pupil movement in corridors and around the school
- Provide support in ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.