

JOB FAMILY – Teaching & Learning Support

Job Name	PE Assistant
Job Code	
Job Summary	To support the smooth running of the PE and sports faculty, students and the whole school as required through organisation of equipment, management of logistics and other administrative tasks.
Main Accountabilities	<ul style="list-style-type: none"> • Maintain and manage physical education and sports equipment to support the work of the department • Assist students to undertake set activities as appropriate, including accompanying to venues • Establish positive working relationships with students, acting as a role model and setting high expectations • Ensure that PE resources are appropriately maintained and available when required • Assist with setting up equipment as required by PE staff • Assist in the repair and/or disposal of damaged equipment • Respond to questions about process and procedures • Perform a variety of administration tasks • Perform other duties and assumes accountabilities as apparent or as delegated, including mutually agreed upon objectives
Typical reporting relationship	Head of PE
Minimum typical education	High School Graduate
Minimum typical experience	<ul style="list-style-type: none"> • Some experience of working in a school would be an asset • Experience in exercise training and aquatics would be an asset • Experience of working within a PE department, or similar role outside school e.g. Sports Coach would be an asset
Core Professional/Technical Competencies required	<ul style="list-style-type: none"> • Full working knowledge of school policies relating to health and safety, behavior, attendance, equal opportunities and child protection • Ability to use ICT effectively to support learning • Good working knowledge of MS word, Excel and Powerpoint • Good standard of spoken and written English • Good standard of spoken and written Cantonese (advantage but not essential)
Core Soft/Transferable Competencies required	<ul style="list-style-type: none"> • Collaboration • Communication • Result Orientation • Planning and Organising Work • Customer Service
Development/Training to support role competencies	<p>Development activities To be negotiated as part of the PRD (Professional Reflection & Development) process</p> <p>Relevant courses To be negotiated as part of the PRD plan</p>
<p>Note: This position follows a 5-day work week schedule across the year, including school holiday periods, with the entitlement of annual leave. This role is distinct from that of an Educational Assistant who would work directly with students for much of the time. The PE Assistant's role is mainly to do with organisational and administrative support for the PE department. As such, we would advise aspiring teachers to consider applying for other types of role.</p>	

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