



CHANNING JUNIOR SCHOOL

PE Assistant ASAP

Information Pack for Candidates



Teaching Assistant Job Description

We are seeking to appoint a PE Assistant to join our vibrant and enthusiastic team at Channing Junior School.

All staff are responsible, in every aspect of their work, for implementing and promoting the school's core values of courtesy, care and consideration for everyone in our community. Equally, we all have a responsibility to make sure that each girl is supported and challenged so that her education is a fulfilling and a satisfying experience for her.



Working hours

- Term time only plus INSET days before/after term dates
- Standard working hours 8.00am - 4.30pm (plus supporting after hours and weekend fixtures)

Salary will be in the region of **£28,000 - £29,500 per annum**, depending on experience and qualifications.

Deadline for applications: Monday 6th November 2023

Interviews 14 November 2023

Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. In line with our Recruitment Policy, all shortlisted candidates will be subject to online searches including social media. A copy of this procedure is available on request.

Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.

Main Responsibilities

- Assisting and supporting members of the PE Team to teach parts of the curriculum/co-curriculum.
- Helping to plan challenging and engaging activities, including homework tasks.
- Tracking pupil progress.
- Planning and leading co- curricular and extra- curricular sessions.
- Preparing and setting up/tidying away equipment for lessons, co- and extra-curricular activities.
- Supervising coaching and umpiring for sporting fixtures and swimming lessons, including escorting and helping.
- Delivering lessons based on the teacher's plans in the event of teacher absence.
- Having an understanding of Health and Safety procedures, risk assessments and codes of conduct.
- Caring for and maintaining sports equipment and kit and organising the sport and exercise store cupboards.
- Supervising pupils changing, ensuring good behaviour and safe conduct.
- Liaising with the Head of PE, the PE teacher and coaches.
- Assisting with administrative tasks.
- Assisting with assemblies and keeping the noticeboard up to date.
- Taking regular photographs of girls in lessons for use in school publications including the school's social media accounts.

Other Duties

This will include a wide variety of activities such as:

- Fostering the aims and ethos of the school and making a positive contribution to school life.
- Being aware of, and complying with, school policies and procedures e.g. safeguarding, health and safety and confidentiality.
- Showing a commitment to safeguarding and promoting the welfare of all pupils.
- Getting to know the pupils by being approachable whilst maintaining a professional manner at all times and always acting in the best interests of each pupil.
- Supervising pupils at morning and afternoon breaks and at lunchtimes in the dining hall.
- Assisting with pupils' welfare and first aid.
- Running weekly extra-curricular clubs.
- Attending meetings as required including the weekly Staff Meeting.
- Participating in and contributing to INSET and CPD training as required.
- Attending school events after and before the school day that directly involve pupils and offering help when needed, e.g. sports matches, competitions tournaments.
- Setting a good example to pupils in terms of appropriate dress, punctuality and attendance.
- Carrying out other duties as may be reasonably requested from time to time.

Person Specification

Experience/Qualifications

- Experience of working with primary age pupils.
- Coaching experience across multiple sports. Coaching qualifications would be an advantage.
- Officiating/umpiring experience in different sports.
- Commitment to enable pupils of all abilities to fulfil their potential.
- Ability to foster a genuine spirit of enthusiasm for learning and sport.

Skills, Abilities and Attributes

- Commitment to the ethos of the school.
- Committed to the protection and safeguarding of children and young people.
- Interest in the personal development of children and their welfare.
- Role model who demonstrates professionalism at all times.
- Good personal presentation.
- Excellent record of attendance and punctuality.
- Good communication skills in oral and written English and ability to relate to others.
- Ability to manage pupils firmly, fairly and effectively according to the school's behaviour policy.
- Knowledge of a wide range of sports and passionate about encouraging children to participate in sports.
- Commitment to co-curricular and extra-curricular activities.
- Ability to use ICT in supporting administrative tasks and supporting teaching.
- Excellent organisational, administrative and time-management skills.
- Conscientious, enthusiastic and having the ability to sustain long hours during term time, including evenings and occasionally weekends.
- Ability to work independently and also as part of a team.
- Ability to form good working relationships with colleagues.
- Ability to develop a rapport with pupils throughout the school.
- A positive attitude towards professional development and their own learning.
- Initiative and self-motivation.
- Helpful, approachable with a positive nature.
- Proactive and flexible working approach.

Applications

Applications are to be made **via TES.com**. A CV will not be accepted in place of the completed application form. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. If you have difficulties submitting your application form please email recruitment@channing.co.uk.

Information about the post for candidates

The School

Awarded 'Excellent' in all areas inspected by ISI in 2022, Channing School is summed up by its vision, 'Girls Enjoying Success'.

Girls at Channing enjoy academic success from a tailored educational programme that encourages confidence, independent thinking and provides girls with life skills to take on the next stage of their education as thoughtful, responsive, socially aware adults, prepared for the challenges of the world today.

Founded in 1885 by Unitarian sisters Emily and Matilda Sharpe, supported by Reverend Robert Spears, Channing School, named after notable American Unitarian William Ellery Channing, has been known as a successful, happy community. Remaining true to our Unitarian foundation, the School is an inclusive community that values the individual skills, spiritual beliefs, achievements and contribution of all members of the school community.

Going beyond Academic Achievement

We believe that examination success is not solely the end goal of a pupil's journey through school, rather that it should be an enriching academic and extra-curricular experience that allows girls to develop skills, confidence, creativity and character, instilling in pupils a lifelong love of learning and a firm belief that anything is possible. Experienced, dedicated teachers offer a supportive, encouraging and challenging learning environment that allows pupils to achieve success beyond what they might have thought possible.

Virtually all pupils leaving at the end of Sixth Form go on to study at top universities, both in the UK and further afield.

Community Spirit

Though large enough to ensure academic rigour and excellent facilities, the school is small enough for the Head and members of staff to know every girl personally and as an individual. We have a strong family tradition and a supportive Parents' Association. The atmosphere is happy and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge range of extra-curricular activities on offer to pupils and it is expected that all staff will contribute in some way to this side of the life of the school. Opportunities exist for involvement in cultural, dramatic, sporting and intellectual pursuits and staff assist in areas where they have a genuine interest and enthusiasm.

Exceptional Setting

The school is in an attractive part of Highgate, with convenient transport links by road and underground. Visitors are often surprised at how light, green and open our site is. We have preserved the character of the older buildings, but completely refurbished and redesigned them to provide bright and spacious teaching rooms. Our ambitious £13m building programme, completed in 2017, has provided us with excellent dining facilities, a Music



School, a new Sixth Form Centre, Sports Hall with fitness suite and a Performing Arts Centre on the senior school site, but available to the whole school.

Channing Junior School

Channing Junior School has been housed in the gracious Victorian family home known as 'Fairseat' built by Sir Sydney Waterlow, former Lord Mayor of London since 1926. The School is situated in extensive gardens at the top of Highgate Hill with spectacular views over London. The house is well-maintained with light, spacious and elegant rooms. Renovations have led to the provision of a Music Studio, Drama Studio, practical room for Design Technology and Art and Science, as well as a multi-purpose hall.

The Junior School provides a happy, stimulating and secure environment for some 336 girls aged 4 to 11. Entrance is at 4+ and is selective. The broad-based curriculum recognises the importance of the core subjects of English, Mathematics and Science and delivery is through a mix of form teaching and subject specialism. The curriculum is supported by local trips and outings, to take advantage of the opportunities offered by the capital. There is a strong tradition in Drama, Music, Art and Sport and Computing and Forest School also form a key part of the curriculum. In Reception and KS1, pupils are taught mainly by their form teachers supported by teaching assistants. We aim to provide small children with a strong sense of security during their first years in the school and as a result, the school is a happy place to learn. As girls progress into KS2, the teaching remains form-based but with additional specialist teaching in Music, PE, Art, DT, and Modern Languages. The girls are encouraged to become independent learners and, through a variety of teaching strategies, to achieve an increased love of learning and knowledge of the wider world.

The school is very well-resourced and fortunate in its light and airy buildings and in its attractive situation on Highgate Hill. Virtually all full-time staff contribute in some way to our extensive and important extra-curricular programme and raising money for charity, community service, the Duke of Edinburgh Award and Young Enterprise are highly valued. The staff-room is friendly and mutually supportive, and cross-curricular involvement is welcomed and encouraged, particularly in activities outside the classroom. The girls are receptive and well-motivated, and conditions for staff are excellent; we pay London salaries and there is generous provision made for INSET and professional development.

Registered Charity No: 312766

