



FRANCIS HOLLAND SCHOOL

SLOANE SQUARE

39 Graham Terrace

London SW1W 8JF

Tel 020 7730 2971

Gap opportunity in leading central London School

Spring and / or Summer Term 2018

PE GAP - JOB PURPOSE

WORKING UNDER THE DIRECTION OF THE HEAD OF PE ENSURING TO CHECK IN EACH MORNING AND AT THE END OF EACH DAY.

GENERAL DUTIES

- To assist with PE lessons with respect to setting up for the lesson and coordinating the warm up.
- To support PE staff with all junior lessons. This is essential for ensuring the safety of the children particularly when attending offsite lessons (swimming).
- To be pro-active within the lesson, by listening to teaching points given by the staff member in charge and helping with correction for the juniors.
- To support pupils' learning in the context of fostering independence and encouraging good technical skills and in ensuring the behaviour is in line with the teachers expectations.
- To have responsibility for closing down the lesson, ensuring that equipment is put away.
- To have shared responsibility for all the PE stores, checking them on a regular basis and ensuring that they are kept tidy and ready for the next user.
- To assist in **administrative functions** of the smooth running of the department, for example, photocopying, production of team sheets, maintaining display boards etc and other easily assigned tasks.
- To assist in the day to day maintenance of sporting equipment and first aid kits and inform the Head of PE of any problems.
- During the sports sessions, be linked to a particular activity to assist with the running of and coaching of the activity. This may be linked to areas of expertise or strength which the successful applicant is able to offer.

OTHER DUTIES

- To be willing to support staff and teaching and learning in other curriculum areas, outside PE /Games, as requested.
- To support the school's co-curriculum provision and become actively involved with it, attending at least 1 early morning session for the juniors.
- To accompany various sporting events and all junior fixtures. Taking responsibility for the collection of equipment and first aid kit and helping to ensure the safety of the pupils throughout.
- To check the planner regularly and ensure your availability for after school fixtures and Saturdays (if requested) and informing the Head of PE in advance of any fixtures/ events you are unable to attend.
- To adhere to health and safety standards, abiding by the rules of mobile use and the ICT policy.
- To attend child protection training sessions as requested.
- To attend meetings as requested including staff INSET days.
- To undertake supervisory duties in line with the responsibilities of a Gap Student.

DRESS CODE

The successful candidate will be provided with several items of FHS kit which is to be worn at all fixtures. The candidate must ensure they are appropriately dressed with no jewelry and in appropriate sport attire (navy or black).

APPLICATION PROCEDURE

Completed applications should be emailed to jobs@fhs-sw1.org.uk. We are looking for someone to commence on 19th February 2018.

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure & Barring Service.