

## ***Bringing out the best in everyone***

### **The NCBIS mission is:**

*To provide a learning environment that supports academic achievement whilst promoting personal growth through the attributes of the IB Learner profile, within a caring international community committed to the traditional values of honesty, courtesy, respect, integrity and fair play.*

### **Summary:**

Physical Education TA/ Lifeguard works within the primary phase of NCBIS;  
EYFS

Key Stage 1

Lower Key Stage 2

Upper Key Stage 2

Lower Key Stage 3

Upper Key Stage 4

and is responsible for supporting the teaching and learning of Physical Education within that phase alongside the teachers and Director of Sports as well as the Head of Primary.

### **Working hours:**

To be in school by 7.30am until 3.30pm (4.00pm on Monday or Tuesday) and 3.00pm (Thursday). To attend and lead relevant staff meetings and other professional school-related activities, including those out of working hours, as required or directed by the Director of Sport and the Head of Primary.

### **KEY DUTIES OF THE ROLE:**

- To coordinate with P.E Teachers in the delivery of lessons;
- To support Teaching & Learning in P.E lessons with a positive attitude;
- To assist the setting up/packing away of resources;
- To work with P.E in Extra-Curricular activities after school four days a week;
- To be directed by the Director of Sport in off-timetable lessons whenever necessary;
- To be physically fit and promote/understand a healthy active lifestyle;
- To be punctual at all times to work and lessons;
- To alert staff to problems experienced by students
- To play a full part in the life of the NCBIS community and support the ethos, aims and mission statement of the school and encourage others to follow this example
- To be able to work as a team and have a positive mindset;
- To have a professional manner with students, teachers and parents at all times;
- To be willing to assist and travel to International Competitions in one of the following key sports; Football, Swimming, Athletics, Volleyball, Basketball and Netball;
- Ability to work weekends occasionally;
- To have an understanding of all the various sports offered in the NCBIS curriculum
- To be up-to-date and knowledgeable about the NCBIS Teaching for Learning Policy and those linked to the PE curriculum;
- To keep up to date with all health policies related to health and safety as well as child protection;
- To be able to understand and work with the PE schemes of work provided by the Director of Sport;
- To contribute and show desire to be involved in the planning of P.E lessons with the P.E staff/Director of Sport;

- To implement and deliver a broad, balanced, and inclusive curriculum for students and to support a designated curriculum area;
- To monitor and support the overall progress and development of students and therefore contribute to raising standards of student attainment;
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential;
- To share and support NCBIS's responsibility to provide and monitor opportunities for personal and academic growth;
- To offer active support for NCBIS's policy and procedures taking into account the mission, vision and values.

### A. Purpose of The Job

1. To promote the school's motto of *bringing out the best in everyone*.
2. To contribute to planning, preparing and delivery of agreed work and support programmes to individual or groups of pupils.
3. To advance pupils learning in a range of physical education settings.
4. To use behaviour management strategies in line with the NCBIS policy and procedures, which contribute to a purposeful learning environment for pupils appropriate to their age.
5. To fulfill a responsibility in carrying out the duties of a primary class assistant.
6. To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop particularly helping to overcome barriers to learning.
7. To be responsible for promoting and safeguarding the welfare of children and young people within the school.

### Main responsibilities and tasks

#### B.Support for Students

1. To support working relationship with students, acting as a role model and setting high expectations.
2. To support student learning in the most effective way, reflecting upon learning and teaching and ensuring that the next steps in learning are followed,
3. Build effective and supportive relationships with children that support independent learning.
4. To provide feedback to pupils in relation to their progress and achievement.
5. To understand barriers to learning for some students and to implement effective strategies for supporting these, supported by the PE and class teachers.

#### C. Support for Teachers

1. To monitor and evaluate student responses to learning activities and note their progress towards targets.
2. To contribute effectively to teachers' planning and preparation of lessons.

3. To contribute to maintaining and monitoring the use of PE resources.
4. To provide feedback as required on student achievement to parents, carers and other professionals.

#### D. Support for The School

1. Comply and assist with the development of policies and procedures within NCBIS.
2. To attend relevant meetings and participate in training and development opportunities as appropriate as well as to deliver professional development to the TA team.
3. Use expertise to advise and support others as appropriate.

#### Person Specification: Physical Education TA / Life-Guard

	ESSENTIAL	DESIRABLE	Demonstrated Through
<b><u>Qualifications</u></b>			
Qualification in Lifeguarding (for life-guard)	X		Letter of Application
Qualifications in Football, Volleyball, Swimming, Basketball or Netball		X	
Evidence of continuous INSET and commitment to further professional development			
<b><u>Experience</u></b>			
Coaching lifeguarding in an International Primary School		X	Letter of Application Interview
Working in partnership with parents		X	
ICT experience and the ability to work with Google Docs, Sheets and Forms		X	
Teamwork in sport experience	X		
Competed in sport to good standard		X	
Experience of working in education	X		

Experience with students aged between 5-18 years of age	X		
<b>Professional Knowledge and understanding</b>			
Good behaviour management skills	X		Letter of Application Interview
Knowledge of the theory and practice of providing effectively for the individual needs of all students	x		
Knowledge of British Physical Education curriculum or PE in the PYP			
Ability to promote NCBIS's aims positively, and use effective strategies to monitor motivation with students			
<b>Professional Skills</b>			
Experience of working with students who have SEN and physical disabilities		X	Letter of Application Interview
A high level of spoken English	X		
A good level of written English	X		
IT skills using Microsoft Office and data		X	
<b>Personal Attributes</b>			
Sense of humour		X	Interview
Punctuality	X		Reference
High levels of personal fitness	X		Letter of Application Interview
Positive attitude to working hard at all times	X		Letter of Application Interview
Ability to work weekends occasionally	X		Letter of Application Interview
Fast Learner of new skills		X	Letter of Application Interview
A desire to train in new areas and improve qualification repertoire	X		Letter of Application Interview



**Instructions for returning applications:**

Please return your letter of application and CV to [jonny.clements@ncbis.co.uk](mailto:jonny.clements@ncbis.co.uk)

**The Letter of Application is to be no more than two sides of A4 paper, font size 12 and a 'justified' alignment.**