SOUTH HILL PRIMARY SCHOOL
Job Title: Sports Lead/Learning Mentor

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Reports to: Headteacher and PE Lead

Salary Range: H4

Purpose of the job

- To lead PE planning, preparation and delivery of PE lessons for whole class (PPA cover).
- To complement and support teachers by taking responsibility for the agreed PE curriculum.
- To assess and monitor pupils, recording and reporting on pupils' achievement, progress and development.
- To adapt PE activities by supporting vulnerable pupils in line with their needs.
- To work with and support pupils in small groups or individually for sensory or movement break activities.
- As an Emotional Literacy Support Assistant, to deliver tailored emotional and social support to children and young people.

Main duties

Sport and physical activity

- Plan and teach PE lessons to a range of year groups in line with the whole school PE curriculum.
- Teach and reinforce sporting skills, teamwork, respectful behaviour and fair play.
- Adapt activities so that pupils with different needs, including special educational needs and disabilities, can participate at their level.
- Encourage pupils who are less confident or less active to take part in PE lessons.
- Promote the importance of PE and healthy lifestyles across the school through displays, newsletters and class dojo.

Clubs, competitions and events

- Coordinate an agreed programme of sports clubs, intra-school activities, sports days and inter-school fixtures.
- Liaise with staff and approved providers about scheduled event and event arrangements.
- Support safeguarding in view of pupil permissions, attendance records and pupil supervision in line with school procedures.
- Help develop pupil sports leaders, giving them age-appropriate responsibilities under adult supervision.

Learning mentor and emotional support

- Act as a learning mentor, building positive relationships with pupils and supporting their engagement, confidence and readiness to learn.
- Work with school staff to identify pupils who would benefit from mentoring and agree appropriate support.

- Undertake ELSA (Emotional Literacy Support Assistant) training and provide emotional literacy support to targeted pupils.
- Review pupils' progress with relevant staff, maintain appropriate records and report concerns through the school's procedures.

Safety, safeguarding and wellbeing

- Follow the school's safeguarding and child protection procedures, maintain professional boundaries and report concerns promptly through the agreed channels.
- Check activity areas and equipment before use, contribute to risk assessments and report hazards or damaged equipment.
- Follow agreed arrangements for medical needs, emergencies, first aid and the recording of accidents and incidents.
- Maintain appropriate supervision and use positive behaviour approaches that promote a safe, welcoming environment.
- Respect pupil confidentiality and handle records in accordance with school procedures.

Safeguarding

South Hill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to enhanced DBS disclosure.

This role will be reviewed annually as part of the annual performance management process.

The duties and responsibilities listed above describe the post as it is at present. The postholder is expected to accept any reasonable alterations that may from time to time be necessary.