

## **Teacher – Job Description: Sports Teaching Assistant and Mentor**

### **Responsibilities**

The responsibilities outlined in this job description may be modified by the Director or Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### **Planning and Delivering Programmes**

- Support students through structured sports and physical activity sessions.
- Provide one-to-one and small-group mentoring to support students' social, emotional, and behavioural development.
- Plan and deliver outcome-focused sports sessions and Zones of Regulation interventions.
- Support students during periods of dysregulation and promote emotional regulation.
- Work closely with teaching staff and SENCO to monitor and support students' progress.
- Assist in supporting teaching staff in Sports lessons and other subject areas when required.
- Develop sporting opportunities within the school and local community.
- Create school-specific mentoring programmes tailored to students' needs.
- Act as a trusted and consistent role model for In Toto Ed students.
- Contribute to the wider school community, including enrichment programmes and extracurricular activities.

### **Administration**

- Maintain accurate records of student participation and progress in sports and mentoring programmes.
- Read and comply with all relevant school policies.
- Ensure the safe use and storage of sports equipment and materials.
- Support the induction of new students and mentoring programmes.
- Communicate effectively with parents/carers, teaching staff, and external professionals.
- Contribute to meetings, discussions, and management systems necessary to coordinate the work of In Toto Ed.
- Participate in performance management and appraisal processes as required.

## **Department / Subject Support**

- Support the development and delivery of sports curriculum and activities.
- Attend relevant department meetings and planning sessions.
- Contribute to the creation of new resources or programmes to enhance student engagement in physical activity.
- Ensure all activities align with In Toto Ed policies, schemes of work, and safeguarding requirements.

## **Pastoral Support**

- Develop strong relationships with students and provide consistent support for their wellbeing and personal development.
- Support students' behaviour in and around school, following the school's Behaviour Policy.
- Be prepared to take part in one-to-one or small-group interventions to support students' emotional regulation.
- Act as a mentor, role model, and advocate for students' welfare and development.

## **Extra-Curricular Activities & Events**

- Promote participation in sport, physical activity, and wellbeing initiatives within school.
- Organise and supervise extracurricular sporting events, competitions, and visits.
- Engage with community sporting opportunities and initiatives to broaden student experiences.

## **Other Professional Duties**

- Support and foster the aims and ethos of the school.
- Undertake additional duties as reasonably requested by the Head of School, including cover for absent colleagues.
- Attend staff meetings, parents' evenings, training sessions, and other school events as required.
- Contribute to the professional development of colleagues and the wider school team.

## **Safeguarding**

The postholder will be required to:

- Submit an Enhanced Disclosure and Barring Service (DBS) check.
- Complete Child Protection training.
- Promote and safeguard the welfare of all children and young people they are responsible for or come into contact with.