



DOHA ENGLISH SPEAKING SCHOOL

Learning Together • High Expectations • Celebrating Success

Job Description

P.E. Assistant

Responsible to: Classroom/ PE Teacher → Head of PE → Deputy Headteacher → Headteacher.

General

- Assist the Specialist Teacher with the education, supervision and welfare of all the children
- Teach swimming to all year groups in the School alongside other swimming instructors
- Assist in the organisation, and running of, large School sports events such as Sports Day and Swim Galas
- Assist in the overall organisation and smooth running of the PE Department
- Assist the PE teachers with education, supervision and welfare of the children
- Work in other various areas of the School, as needs require.

Specific Responsibilities to include

- To create, monitor and evaluate the swimming development plan
- Deliver the swimming learning objectives and review as necessary
- Complete School swim reports on pupils' progress and liaise with parents, where required to do so
- Ensure a safe and secure environment for children, staff and visitors
- Organising and testing for annual swimming badge awards
- To promote a good working relationship with a range of teachers
- To prepare relevant resources and activities
- Organise and return resources required for lessons
- Assist the other PE teachers with administration work as necessary
- Attend Staff Training days and meetings as required
- To direct all major concerns to the Head of PE.

You will also be expected to:

- Observe, at all times, the need for confidentiality when dealing with information regarding the School
- Observe the need for discretion when dealing with other adults within the School
- Obtain/hold up-to-date swimming teaching qualifications: a minimum of Level 1 ASA / STA Award, in addition to the pool rescuers qualification. (School assistance will be provided for employees who do not currently hold this qualification).
- Observe, at all times, the need for confidentiality when dealing with information regarding the School.
- Observe the need for discretion when dealing with other adults within the School.
- Promote the good name of the School in the community.

Sean Sibley
Headteacher

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