



Queen Mary's Grammar School



Job Description and Person Specification

Job Title:	Cover Supervisor (PE & Sport)
Grade:	NJC 9 currently £13.02 per hour (plus holiday pay)
<p>Purpose of Job: To deliver games sessions in support of PE staff, under the guidance of teaching/senior staff to implement programmed PE and Games sessions as required. To contribute to extra-curricular sport sessions during lunch and after school, as required.</p> <p>Reporting to: Cover Manager / PE Department</p>	
<p>JOB DESCRIPTION</p> <p>The duties may include any or all of the following:</p> <ul style="list-style-type: none"> Contribute to the overall ethos and high sporting achievement of the School and the PE Department; Maintain order in the PE activity spaces of the school during games and extra-curricular activities, promoting a positive working environment conducive to the school's high expectations and ethos; Establish productive working relationships with students, acting as a role model and setting high expectations; Ensure tasks are undertaken with due regard to the time allocated and that any homework is noted appropriately; Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs, as directed by the teacher; Support the use of ICT in learning activities and develop students' competence and independence in its use; Promote good pupil behaviour, dealing promptly with conflict and incidents in line with the School's policy; Liaise with teaching staff regarding work session plans and with pastoral staff as appropriate; Encourage students to interact and work co-operatively with others and engage all students in activities; Support students consistently whilst recognising and responding to their individual needs by responding to questions and generally assisting students to undertake set activities. Provide feedback to students in relation to progress and achievement, in line with teacher instructions; Administer routine tests, as directed; Take registration as necessary; Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person; Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop; Participate in training and other learning activities as required; Supervise students on visits, trips and out of school activities, especially sporting fixtures, if requested; Attend and participate in meetings, as required; Supervise Sixth Form Private Study and/or School Detention, if required; Carry out any other duties as may reasonably be requested by the Headmaster or other members of the Senior Leadership Team. 	
<p>PERSON SPECIFICATION</p> <p>PREFERRED SKILLS/ PERSONAL ATTRIBUTES or EXPERIENCE</p> <ul style="list-style-type: none"> Experience of sports coaching or playing a sport to a high club level Good numeracy and literacy: familiarity with ICT and other technology to support learning; Ability to relate well to children and adults; Ability to work constructively as part of the teaching team, understanding roles and responsibilities and your own position within these. Ability to deal with colleagues and pupils in a manner appropriate to each Ability to react positively and remain calm in a crisis Flexibility and adaptability 	

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.



Queen Mary's Grammar School, Sutton Road, Walsall, West Midlands, WS1 2PG
01922 720696 www.qmgs.org . enquiries@qmgs.merciantrust.org.uk  @qmgs1554
Part of the Mercian Trust, a charitable company, limited by guarantee.
Registered in England and Wales No 07611347
Registered Office: Mercian House, Sutton Road, Walsall, WS1 2PG

