

THE GRANGE SCHOOL



COVER SUPERVISOR AND PE TECHNICIAN





JOB DESCRIPTION

POST: Cover Supervisor and PE technician

REPORTS TO: Subject Leader PE

MAIN PURPOSE OF THE ROLE

- To supervise cover lessons when Teachers are absent with PE and other lessons where required.
- To assist and administer the effective and efficient running of the Sport and PE Department

SUPPORT OF LEARNING AS COVER SUPERVISOR

- To supervise students during the absence of a teacher to ensure that pupils carry out a prepared lesson, maintain good order and to keep pupils on task, responding to questions and assisting them to undertake the set activities.
- To communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy.
- Manage the behaviour of students whilst they are undertaking this work to ensure a constructive and purposeful environment.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect any completed work after the lesson and return it to the appropriate teacher
- Report back to the teacher as appropriate on the behaviour of students during the class, and any issues arising.
- Keep appropriate records to enable objective and accurate feedback to the teacher. Assess work during lesson as required

SUPPORT OF LEARNING AS PE TECHNICIAN

- To assist in equipment preparation for lessons and to support within PE lessons where required
- To assist with the maintenance and safe storage of PE resources

SUPPORT FOR THE SCHOOL

As a member of staff at The Grange School:

1. To 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;
2. To be aware of and support difference to ensure all students have equal access to learn and develop;
3. To contribute to the overall ethos/work/ aims of the school;
4. To appreciate and support the role of other professionals;
5. To attend and participate in relevant meetings;
6. To participate in training and other learning activities and performance development as required;
7. To assist with the supervision of students, as per school policy, before school, break and lunchtime.
8. To become familiar with the software used to oversee cover at the school
9. To support the Subject Leader and Strategy Manager PE in organising students in school activities, school clubs and school training/fixtures (both internal and external)
10. To manage and train school sports team(s)
11. To accompany staff and students on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser.
12. To act as a role model and set high expectations of conduct to ensure good behaviour is maintained
13. To support the general welfare of students as necessary.
14. To assist in the PE department as required.
15. To work with small groups/individual students as required.