

Job Description and Person Specification

Cover Supervisor / PE Technician

JOB DESCRIPTION

JOB TITLE	Cover Supervisor / PE Technician
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	The Burgess Hill Academy
GRADE	West Sussex Grade 5
RESPONSIBLE TO	Data & Cover Manager
MAIN PURPOSE OF THE JOB	To provide class supervision in PE and other subjects when a teacher is absent. This involves maintaining good learning atmosphere and assisting /supporting students where necessary. To support the delivery of PE and extra-curricular at The Burgess Hill Academy
MAIN TASKS / KEY RESPONSIBILITIES	
1	<p>To undertake whole class supervision in the absence of the class teacher delivering work previously prepared by the teacher:</p> <ul style="list-style-type: none"> communicating the work set by the class teacher to the students. overseeing the use of books and equipment necessary for the lesson. maintaining good order in the classroom. assisting students where necessary, and seeking appropriate assistance or advice. overseeing the collecting of books and equipment at the end of the lesson and ensuring they are returned to the appropriate place. ensuring the students tidy up and leave the classroom in good order. returning work, etc, to the class teacher including the point reached by the students. reporting any problems, difficulties, successes, etc, to the class teacher via the cover lesson work sheet. ensuring all aspects and requirements of safeguarding and keeping young people safe in education are adhered to at all times observing Health & Safety regulations

	<p>To support Physical Education at The Burgess Hill Academy</p> <ul style="list-style-type: none"> • To support PE staff teaching and student progress through lessons • To support with lesson preparation • To cover PE lessons / activities when required in the department • To assist with extracurricular activities • To run lunchtime PE activities if required
2	To carry out exam invigilation when required, maintaining the rules set out by external examination boards and in-house regulators.
3	To accompany staff on school educational visits and work under the direction of the trip organiser.
4	<p>When not required to cover in the classroom, support the Academy by</p> <ul style="list-style-type: none"> • working with students in small groups, as directed • assisting in administrative duties and carry out work on academy display boards • undertaking Patrol and Isolation duties
5	To be part of the Tutor team. This may involve the occasional attendance at Parents Evening
6	To carry out duties before school, after school and during lunch / break times, as required.
7	To assist in administrative duties and carry out work on academy display boards, as required.
8	To undertake other reasonable duties as directed by your line manager

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Date: 15.04.26

Additional Information

- This post is subject to an Enhanced Criminal Record Check
- This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.

University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Qualifications	<ul style="list-style-type: none">• Demonstrable ability in English and Maths at GCSE level 5 (Grade C) or above.
Experience	<ul style="list-style-type: none">• Working within a school or other experience of working with young people.
Skills & Knowledge	<ul style="list-style-type: none">• Resilient• Good role model for students• Good communication skills• Excellent organisation skills• Ability to work under pressure, dealing with conflicting demands and interruptions• Ability to solve problems on a day to day basis• Ability to work as part of a team and work unsupervised.• Flexible• IT skills including MS Office (Word, Excel, Outlook, Powerpoint)• Interest and knowledge of sport