

Headteacher: Martin Haworth

## Physical Education Technician & Cover Supervisor: Job Description

<b><u>JOB TITLE</u></b>	<b>PE Technician &amp; Cover Supervisor</b>
<b><u>SCALE/SALARY</u></b>	<b>NJC SCP 9 – 15 £22,132 - £24,382 (actual salary TTO)</b>
<b><u>RESPONSIBLE TO:</u></b>	<b>Headteacher, Deputy Headteachers, Assistant Headteachers, Extended SLT, Head of Faculty, Assistant Head of Faculty</b>

### **JOB PURPOSE**

To support learning and teaching in the P.E Faculty and to ensure that all equipment necessary for the delivery of high quality lessons is deployed as specified. Work will be completed by working collaboratively and efficiently with other members of staff in the faculty.

To act, under the guidance of teaching staff, as a Cover Supervisor for absent members of staff. This will involve covering timetabled lessons, delivering specified teaching and the supervision and management of class groups.

### **MAIN CONTACTS**

Deputy Headteachers, Assistant Headteachers, Head of Faculty, Heads of Year, Teaching Staff, Support Staff, Parents and Pupils.

### **Duties and Responsibilities**

1. To ensure the timely and accurate preparation and deployment of materials and equipment, as required by teaching staff for the teaching of the subject and extra-curricular activities.
2. To ensure that P.E teaching areas are prepared and serviced in readiness for lessons and extra-curricular activities.
3. To ensure that all materials, apparatus and equipment from the teaching areas is cleared away when the lessons are completed and ensure the teaching area is ready for the next lesson (practical and theoretic lessons).
4. To ensure that resources and equipment is cleaned and stored away after use.
5. To provide specialist advice and guidance as required to staff and pupils.

6. To provide specialist support to assist the PE teachers in the delivery of their lessons in teaching areas, as and when required.
7. To book transportation for school fixtures and events.
8. To help organise special events.
9. To liaise with ground maintenance for P.E requirements.
10. To ensure the safe and secure storage, handling, movement and disposal of all chemical and biological substances.
11. To contribute to the planning, development and organisation of systems, procedures and policies within the PE Faculty.
12. As and when necessary, to act as a Cover Supervisor responsible for supervising pupils in the completion of work in a teaching environment. Acting under the direction of a qualified teacher and subject to the College's Scheme of Supervision.
13. To ensure that pupils complete work set and that the classroom/environment is managed during the cover period.
14. To liaise with subject teachers and develop skills in delivering high quality cover lessons.
15. To implement the Behaviour for Learning Policy in the teaching environment.
16. To record rewards and sanctions on the college's electronic monitoring system.
17. To work collaboratively with subject teachers in the delivery of teaching and learning and to ensure that pupils' progress and experiences are recorded. These records will be used to inform Individual Education Plans and Pastoral Support Programmes.
18. To be aware of and comply with child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff.
19. To attend Faculty meetings as and when required.
20. To ensure the safe and secure storage of materials and teaching resources, ICT and AVA equipment.
21. To assist with monitoring, managing and the ordering of stock within an agreed budget, cataloguing resources and undertaking audits as required ensuring that the PE stock book is kept fully up to date. This may require personal shopping visits for resources. To help prepare and cost, lists for requisition / orders.
22. To ensure the cleanliness and tidiness in the teaching and preparation areas in accordance with Health and Safety practices and carry out Health and Safety checks in all teaching and preparation areas as required.

23. To be aware of COSHH and Health and Safety regulations and to bring to the attention of the Head of Faculty any areas of concern that may arise.
24. To be aware of new developments in areas of P.E and new equipment and assist staff in the assessment and evaluation of new equipment needs prior to the developments of new expanded courses.
25. To undertake training where necessary in accordance with the college's aims for continued professional development of all staff.
26. To engage in a process of continuing professional development in order to keep knowledge, skills and understanding updated in order to achieve the best possible impact in terms of learning outcomes.
27. To have an awareness of and implement Health & Safety legislative requirements and procedures in order to maintain a safe teaching environment where practical activities can take place.

*The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.*

