



Job Title:	Sports Supervisor (Post C)
Main purpose of the role:	<p>For current / future Trust schools and Traded Service Schools, under the supervision of a Senior Sports Coach:</p> <p>Provide supervision of classes by delivering PE lessons, clubs & taking teams to sporting fixtures & events. Ensure pupils are engaged in set work, manage pupil behaviour and ensure a safe environment.</p> <p>Deliver sporting activities within a LEO Sports Camp during school holidays.</p>
Pay Scale:	LEO 4/5 (GLPC scale points 7-15) - Outer London PS5 - Surrey
Reports to	Senior Sports Coach Director of PE & Sport
Responsible for:	Sports Apprentices / other coaching staff as appropriate
	<p>Key Tasks and Activities:</p> <ol style="list-style-type: none"> 1. To be solely responsible for a class of students, ensuring they are engaged in a learning activity that has been set by a Senior Sports Coach. 2. To effectively manage instances of poor behaviour and any other immediate issues or emergencies that arise in accordance with Trust / school policy. 3. To support students and provide support where necessary within the Trust PE & Sport curriculum. 4. To liaise with the Senior Sports Coach / other relevant staff with regard to lesson plans, and ensure you are suitably equipped and informed to be able to effectively deliver the assigned lesson. 5. To feedback to the class teacher on pupil engagement in the set work and also on any issues that may have arisen during the lesson(s). 6. To help prepare, monitor and maintain a safe and secure learning environment in line with the lesson plans. 7. Adhere to all relevant policies (e.g. Behaviour Management). 8. To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with Trust and school policy.



	<ol style="list-style-type: none"> 9. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the Trust and school staff team. 10. To assist with the organisation of cover for absent colleagues (teachers or support staff), for both planned and unplanned absences, across a range of year groups. 11. To assist in the creation and maintenance of curriculum resources, and creation of visual displays in order to ensure a relevant physical learning environment. 12. To undertake administrative duties relevant to the role. 13. To undertake any other duties as may reasonably be required.
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Employment Duties:

This job description is to be carried out in accordance with agreed Trust and school policies and the provisions of the employee contract.

General Information:

Equality of Opportunity	As a member of Trust staff, to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying
Confidentiality and Data Protection	To treat all information acquired through employment, both formally and informally, in strict confidence To be aware of the school's responsibilities under the General Data Protection Regulation 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this
To contribute as an effective and collaborative member of the School team	Any other duties as reasonably required by any manager of the school. Participating in the ongoing development, implementation and monitoring of the school development plan. Attend regular meetings as required and make a positive contribution during meetings.



Child Protection	Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.
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Agreed by: Date

This job description may be amended at any time after consultation with the post holder.

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

LEO Academy Trust is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, volunteers, contractors and former staff.

Person Specification (Post C: Sports Supervisor)

Training and Qualifications

- A minimum of an NVQ 3 in Supporting Teaching and Learning, or equivalent
- Level 2 qualifications in maths/numeracy and English/literacy OR
- Able to demonstrate competency in literacy and numeracy equivalent to level
- Level 1 sports coaching qualification or higher

Knowledge and Skills

- Knowledge of child protection and health and safety procedures.
- Commitment to your own Continuing Professional Development.
- Ability to embrace and demonstrate the Trust's commitment to delivering sports tuition and clubs to its current and future schools as well as those outside the Trust
- Ability to provide excellent coaching to classes of children under the direction of a Senior Sports Coach / other leader across the primary age range to provide the class teacher with management time time.
- Ability to organise a range of sporting activities for children.



- Ability to effectively manage pupil behaviour in accordance with Trust / school policy and procedure.
- Ability to use own initiative to work flexibly and respond positively to a range of situations.
- Good interpersonal skills.
- Empathy with children and young people.
- Ability to work effectively as part of a team.
- Ability to use ICT effectively to support learning.
- Commitment to effective inclusion to cater for all needs in a primary, mainstream school.
- Commitment to celebrating the multi-cultural school population.
- Commitment to ensuring equality of opportunity with regard to all aspects of school life.

Experience and Interests

- Recent and relevant experience of coaching primary aged children.
- Relevant sports Coaching experience