



Job Description

Post: PE Coach / Cover Supervisor - Primary
Grade: Grade E (pt. 20-22)
Responsible to: Head of Primary Academy/Primary PE Co-ordinator

Purpose of the role:

To support the Primary PE Co-ordinator with teaching and supporting designated classes in PE, implementing and delivering an appropriately broad, balanced, relevant and differentiated curriculum for pupils and to monitor and support the overall progress and development of pupils, and provide a learning experience which provides pupils with the opportunity to achieve their individual potential.

To provide supervision of pupils across the Primary age range. Successful candidates will need to respond to questions, generally assist pupils to undertake set activities and to uphold standards of behaviour in the classroom. This is a key role in supporting the day-to-day running of the school and the successful applicant must be IT literate and competent in using a variety of software packages.

Main Duties and Responsibilities:

PE Coach

- To undertake a quality programme of coaching across all key stages
- To coach consistently high quality lessons
- To be aware of risk assessments and to report any concerns to Head of Primary Academy
- To check that equipment used is in good order and report any issues to Head of Primary
- To ensure the effective/efficient deployment of support staff
- To maintain discipline in accordance with the academy procedures, and to encourage good practice with regard to punctuality, behaviour and standards of work
- Complete the relevant documentation to assist in the tracking of pupils
- To be keenly aware of the responsibility for safeguarding children and to help in the application of Safeguarding within the academy
- To comply with the academy's Safeguarding Policy in order to ensure the welfare of children and young persons

Cover Supervisor

- To supervise pupil learning by delivering cover work that has been set in accordance with academy policy, following the supportive learning framework.
- To manage the behaviour of pupils while they are undertaking their work ensuring a positive and purposeful classroom environment is established.
- To respond to questions and generally assist pupils to undertake the set activities within the lesson.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To provide feedback to pupils in relation to progress and achievement.
- To deal with problems or emergencies according to the school's policies and procedures.
- To ensure that all work is collected and returned to the classroom teacher.
- To provide accurate and effective feedback and reports to the teacher on pupil achievement, progress and other matters ensuring the availability of appropriate evidence.
- To recognise pupil achievement in accordance with the schools rewards policy.
- To work and liaise with other staff who may be supporting individuals within the cover lesson.

- To provide additional support to identified classes during times when cover lessons have not been allocated.
- To support lunchtime duties.
- To support whole school consequences.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- During periods when no cover lessons are allocated, to fulfil other responsibilities as delegated by Head of Primary.
- These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.
- To be responsible for organising and providing induction and support for supply staff both teaching and non-teaching.
- To be responsible for ensuring that safeguarding requirements and other relevant regulations are in place and adhered to including the completion and recording of necessary checks.
- To ensure appropriate cover work is available for cover staff in line with academy policy.

General

- Undertake any other duties as reasonably required by the Head of Academy.
- Contribute to the life of the school community, and to support its ethos and policies.
- To follow the school policies and procedures.
- To hold a belief in a team approach and the valuing of others.
- Appreciate and support the role of other staff.
- Participate in appraisal, training and professional development as required.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Be aware of the specific issues relating to Health & Safety in your area and make appropriate assessments of any risk.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- This is not an exhaustive job description and does not intend to specify the proportion of time spent on any of the duties outlined herein.
- The job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such it may be subject to amendment after consultation to meet the changing needs of the academy.

To undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

This job description may be subject to change, following consultation between the post holder and the Academy.

PERSON SPECIFICATION

PE Coach / Cover Supervisor

	Ess	Des	MOA
KNOWLEDGE/QUALIFICATIONS			
GCSE or equivalent in English and Maths at Grade C	✓		A/C
Qualifications in subjects such as coaching, sports science, sports studies, movement studies, physical education, instructing exercise and fitness	✓		C
Qualifications			
Knowledge of general office procedures and practice	✓		A/C/I
Knowledge of SIMS	✓		A/I
A recognised and relevant vocational qualification (NVQ level 3) and/or equivalent practical work experience	✓		A/C/I
HLTA status		✓	C
EXPERIENCE			
2 to 3 years' of PE coaching children in the Primary age range	✓		A/I
Checking and assessing PE equipment and environment for safety purposes	✓		
Communicating and working effectively, confidently and respectfully with senior colleagues whilst maintaining confidentiality	✓		A/I/R
Working within a school and team environment	✓		A/I
Working within a partnership context, including co-ordinating collaborative activities and plans	✓		A/I
SKILLS			
Highly organised and self-motivated, with the ability to manage time to ensure that deadlines are met	✓		A/I/R
ICT skills to produce quality reports and documents, and to create and manage simple databases	✓		A/I
Able to communicate effectively both orally and in writing with a wide range of people	✓		A/I
Ability to work as part of a team	✓		A/I
Ability to work independently, with good awareness of when to take initiative and when to check and confirm actions	✓		A/I
Ability to be well organised and accurate in all aspects of the role with the ability to prioritise	✓		A/I
Ability to work well under pressure and to respect sensitive and confidential work	✓		A/I/R
Ability to form strong and effective working relationships with colleagues, within the academies and in partner organisations, even when working remotely	✓		A/I/R
Ability to use SIMS	✓		A/I/R
Ability to use other ICT packages as required	✓		A/I/R
BEHAVIOUR AND OTHER RELATED CHARACTERISTICS			
An interest in promoting physical fitness and healthy lifestyles	✓		A/I
Diplomacy and discretion and the ability to appropriately manage confidential information	✓		A/I
An interest and enthusiasm for many sports			

Proven ability to work as a team member to achieve goals in effective co-operation	✓		A/I
To display a responsible and co-operative attitude to working towards the achievement of the organisation aims and objectives	✓		A/I
Commitment to own personal development and learning	✓		I
A commitment to abide by and promote the Academies' Equal Opportunities, Health and Safety and Child Protection Policies	✓		A/I
The ability to travel independently across the Trust		✓	A/I
The post holder will require an enhanced DBS	✓		C

Key: MOA=Method of Assessment, A=Application, I=Interview and assessment, R=Reference, C=Certificate