



THE BILLERICAY SCHOOL
A MATHS AND COMPUTING COLLEGE
JOB DESCRIPTION
Cover Supervisor & Instructor in PE

REPORTING TO: **Cover Manager & Head of PE**

Cover Supervisor

Main Responsibilities:

- To supervise whole classes during the short-term absence of teachers and to offer general supervisory support in the school.
- Cover supervisors will give instructions for the lesson as provided by the teacher.
- The primary focus will be to maintain good order and keep pupils on task.
- Cover supervisors will respond to general questions and provide class feedback to teachers.
- Cover supervisors are not required to plan, prepare or assess class work and will, therefore not be subject to a “system of supervision” other than general supervision applicable to all staff.

Main Duties:

- Supervise pupils engaged in learning activities
- Act as a role model and set high expectations of conduct and behaviour
- Promote the inclusion and acceptance of all pupils within the classroom
- Keep pupils on task and respond to general queries
- Provide objective and accurate feedback to the teacher on the conduct of the lesson
- Keep appropriate records as agreed with the teacher
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Support the use of ICT where appropriate.
- Make appropriate use of equipment and resources.
- In the event of no requirement for cover work, to take on supervisory work outside of the classroom, such as lunchtime supervision, examination invigilation or supervision of the schools withdrawal unit.
- Assistance with the schools administrative procedures.
- Provide cover and support for morning assemblies and/or form tutor registration periods

Instructor in PE

Main Responsibilities:

- To teach across KS3 and 4 Physical Education
- To contribute towards extra-curricular clubs and fixtures
- To participate in the development of appropriate syllabuses, materials and schemes of work.
- To complete assessments in accordance with the Department and statutory reports and monitoring

Additional Responsibilities (Both roles)

- Participate in training and other learning activities as required.
- Attendance at relevant school meetings, as required.

Notes:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post-holder must use Directed Time in accordance with the school's published Time Policy.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.