

# JOB DESCRIPTION

<b>Postholder</b>	Cover Supervisor / PE Assistant
<b>Salary/Scale of Post</b>	Grade C1, Points 12 – 17, Salary £27,711 - £30,060, pro rata to weeks worked 37 hours per week Term Time only plus 5 additional training days
<b>Line Manager</b>	Assistant Headteacher Head of PE
<b>Purpose of Post</b>	<p><b>Cover supervisor:</b></p> <p>To supervise whole classes in the short-term absence of teachers, ensuring students remain on task and engaged with pre-set work. The postholder will maintain a calm and purposeful classroom environment that supports learning and upholds school expectations. No subject specialism is required, but the ability to encourage students and support those who may need help is essential.</p> <p><b>PE Assistant:</b></p> <p>To work closely with the Physical Education department, supporting the delivery of an inclusive, engaging sports curriculum. The role involves contributing to lessons, extracurricular activities, and promoting physical well-being across the school. It is ideal for candidates passionate about sport and physical activity, and interested in progressing into teaching, coaching, or working with young people.</p> <p><b>Duties will also include:</b></p> <ul style="list-style-type: none"> <li>• Supervision of students at the beginning and end of the school day, break and lunchtimes and at other times as directed.</li> <li>• Supervision of school detentions.</li> </ul> <p>To undertake other duties to meet the needs and demands of the school as directed by line manager.</p>

<b>Responsibility</b>	<p><b>Cover Supervision</b></p> <ul style="list-style-type: none"> <li>• Supervise classes using provided lesson plans and ensure all students remain on task.</li> <li>• Promote positive behaviour in line with school policy and encourage student responsibility.</li> <li>• Establish and maintain productive working relationships with students.</li> <li>• Provide feedback to teaching staff on student behaviour and engagement.</li> <li>• Assist with duties including supervision before/after school, at break, lunch and detentions.</li> <li>• Support students consistently while recognising their individual needs and promoting inclusion.</li> </ul> <p><b>PE Department Support</b></p> <p><b>Lesson Support</b></p> <ul style="list-style-type: none"> <li>• Assist with planning, setup and delivery of practical PE lessons (Key Stages 3 and 4).</li> <li>• Support individuals or small groups to fully access and enjoy physical activities.</li> <li>• Supervise warm-ups, cool-downs, drills and promote safe participation in all tasks.</li> </ul> <p><b>Extracurricular and Fixtures</b></p> <ul style="list-style-type: none"> <li>• Help run after-school clubs, lunchtime activities, inter-school fixtures and sports events.</li> <li>• Support school teams at matches and tournaments (some out-of-hours commitment may be required).</li> <li>• Celebrate student achievement in sport via displays, newsletters or digital channels.</li> </ul> <p><b>Equipment and Resources</b></p> <ul style="list-style-type: none"> <li>• Set up and safely store PE equipment and ensure resources are maintained and ready for use.</li> <li>• Assist with inventory and resource management to support lesson delivery.</li> </ul> <p><b>General Support</b></p> <ul style="list-style-type: none"> <li>• Supervise students during changing, ensuring punctuality and high standards of conduct.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Respond to minor injuries or incidents in line with training and policy (First Aid desirable).</li> <li>• Help with fixture organisation, registers, communications and PE department admin.</li> </ul>
	<p><b>Whole School Contribution</b></p> <ul style="list-style-type: none"> <li>• Attend and contribute to meetings, training sessions and school events as required.</li> <li>• Supervise students on trips or external visits when appropriate.</li> <li>• Promote and uphold the ethos, values and inclusive environment of the school.</li> <li>• Adhere to and support policies on safeguarding, equality, health and safety, and confidentiality.</li> <li>• Undertake additional duties as required by the Line Manager or Headteacher.</li> </ul>

# PERSON SPECIFICATION

Selection Criteria		Essential (E) Desirable (D)	Method of Assessment
	E	D	<b>Application – A</b> <b>Interview – I</b> <b>References - R</b>
<b>Qualifications/Knowledge</b>			
Commitment to delivering high quality support and service to our school	E		A, I, R
Understanding of the central role of a cover supervisor within a school setting	E		A, I
A passion for sport and a desire to share this with young people	E		A, I
Experience of working with young people		D	A, I
Relevant coaching experience / qualifications in sport		D	A,I
High level ability to use ICT to enrich support learning	E		A, R
Interest in collaborative working	E		I
Interest in developing creative approaches to learning	E		I
Commitment to continuous professional development	E		A
Commitment to inclusion and equality	E		A
Commitment to Safeguarding children	E		A,I , R
Ability to make an effective contribution to the Catholic ethos of the school	E		A, I
<b>Training and Qualifications</b>			
Evidence of relevant continuing and active CPD		D	A
GCSE English and Maths at Grade C/4 or above	E		A, I
Commitment to your own CPD needs and development	E		A, I

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	<b>Application – A</b> <b>Interview – I</b> <b>References - R</b>
<b>Personal Skills and Attributes</b>			
Outstanding communicator	E		A, I, R
Enthusiasm	E		I, R
Calm, consistent and predictable	E		I
Ability to work with young people in a leadership role	E		I
Commitment to raising standards	E		A, I
Ability to work as part of a team	E		A, R
Effective time management and organisational skills	E		A, R
Excellent inter-personal skills	E		I, R
Supportive of the values and vision of the school	E		A, I, R
Potential to think creatively	E		A, I
Access, analyse and interpret information	E		A, I
Accept support from others including colleagues from within the school		D	I
Prioritise, plan and organise themselves	E		A, R
Commitment to contributing to the wider aspects of school life including-extra-curricular activities	E		A, I
<b>Strengthening the Community</b>			
Build and maintain effective relationships with staff, students, parents, carers, partners and the community, that enhance the education of all students	E		A, I, R