



### JOB DESCRIPTION

<b>POST:</b>	Cover Supervisor and PE support worker (Unqualified Teacher)
<b>GRADE:</b>	Grade D
<b>RESPONSIBLE TO:</b>	Deputy Headteacher
<b>STAFF MANAGED:</b>	N/A
<b>JOB PURPOSE:</b>	<p>To provide short term cover for absent teaching staff, allocating pre-prepared work, keeping students on-task and managing the behaviour of students during class. The role does not involve planning, preparing, delivering lessons or assessing and reporting on the development progress and attainment of students.</p> <p>To support the work of the PE department providing some supported Ks3 instruction, contributing to the extra curricular programme, and some administrative assistant including but not limited to organising fixtures, data entry, equipment audits and similar duties.</p>
<b>JOB CONTEXT:</b>	<p>Cover should only be used for short term absence. Short term absence occurs when individuals have a number of absences in relative short spells of time. Longer term absence (maternity leave, long term sick leave) should be covered by a teacher.</p> <p>Requires an enhanced DBS Clearance.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p> <p>The PE aspect of the role supports the wider provision that the department offers with additional capacity. It also requires some Ks3 instruction which has proved mutually beneficial in the past for those colleagues looking to develop experience that would support progression into other teaching or coaching training or employment.</p>



<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Supporting Learning &amp; Development</b>	<ul style="list-style-type: none"><li>• To supervise pre-prepared activities and self-directed learning in the absence of the teacher to enable continuity of learning.</li><li>• To provide support and encouragement to students, and manage classroom organisation during the cover lesson.</li><li>• To manage the behaviour of students through the implementation of the school Behaviour Policy and practices, and encourage students to take responsibility for their own behaviour.</li><li>• To collect any completed work at the end of the lesson and return it to the appropriate person.</li><li>• Deliver prepared lessons (plans/resources provided) as an unqualified teacher / instructor to Ks3</li><li>• Support the administration function in the PE department</li><li>• Contribute to the wider extra-curricular provision in the PE department</li></ul>
<b>Communication</b>	<ul style="list-style-type: none"><li>• To establish rapport and respectful, trusting relationships and communicate effectively with students and with staff.</li><li>• To communicate student work as set out by the classroom teacher.</li><li>• To report back as appropriate using agreed referral procedure on the behaviour of the class.</li><li>• To maintain close contact with both the Cover Manager and the Curriculum Leader for PE</li></ul>
<b>Sharing Information</b>	<ul style="list-style-type: none"><li>• To pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.</li><li>• To provide feedback to teachers and other professionals as required.</li><li>• To participate in staff meetings.</li><li>• To use the MIS as required for the routine recording of attendance, assessment, behaviour and safeguarding issues and as directed at other times</li></ul>
<b>Safeguarding and Promoting the Welfare of Children and Young People</b>	<ul style="list-style-type: none"><li>• To adhere to data protection legislation, policy and procedures.</li><li>• To understand that different confidentiality procedures may apply in different contexts.</li></ul>



	<ul style="list-style-type: none"><li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li><li>• To have an awareness and basic knowledge where appropriate, of the most recent legislation.</li></ul>
<b>Administration / other</b>	<ul style="list-style-type: none"><li>• To prepare the classroom/resources for lessons, ensuring that resources are cleared away at the end.</li><li>• To undertake administration and any other duties that might be reasonably required commensurate with the grade of the post.</li><li>• To supervise students and provide access arrangements for students sitting internal and external examinations ensuring that examinations comply with Examination Board Regulations.</li><li>• To participate in the school's procedures for appraisal, training and other learning activities.</li></ul>
<b>Data Protection</b>	<ul style="list-style-type: none"><li>• To comply with the school's policies and supporting documentation in relation to information governance. This includes Data Protection, information security and confidentiality.</li></ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"><li>• To be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li><li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li><li>• To read and adhere to any risk assessments specific to environments and activities within the PE curriculum and during extra-curricular activities.</li></ul>
<b>Equalities</b>	<ul style="list-style-type: none"><li>• To promote inclusion and acceptance of all students.</li><li>• Within own area of responsibility work in accordance with the aims of the Equality Statement, treating individuals with respect for their diversity, culture and values.</li></ul>
<b>Flexibility</b>	<ul style="list-style-type: none"><li>• To respond to any reasonable request made by the Headteacher commensurate with the grading for this post.</li><li>• Thirsk School &amp; Sixth Form College provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline</li></ul>



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	<p>provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with school policies and procedures.</p>
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<b>Customer Service</b>	<ul style="list-style-type: none"><li>• The school requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li><li>• The school requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values.</li><li>• To understand the role and its limits and the importance of providing care or support.</li></ul>
Date of Review:	May 2024

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## Person Specification

### Cover Supervisor and PE support worker

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<b>Knowledge</b> <ul style="list-style-type: none"><li>• Good numeracy / literacy skills</li><li>• Interest in, and reasonable aptitude for sports</li></ul>	<ul style="list-style-type: none"><li>• Good understanding of child/young people's development and learning processes</li><li>• Understanding of classroom roles and responsibilities</li><li>• Working knowledge of relevant policies and legislation e.g. child protection and health and safety</li><li>• Knowledge of behaviour management techniques</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Experience of working with secondary aged students</li><li>• Managing student behaviour</li><li>• Experience of working with young people participating in sport</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with secondary aged students in an educational setting</li></ul>
<b>Qualifications</b> <ul style="list-style-type: none"><li>• Level 2 qualification or equivalent</li></ul>	<ul style="list-style-type: none"><li>• Childcare or supporting learning qualification at Level 2 (or equivalent)</li><li>• Appropriate first aid training</li></ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"><li>• Good written and verbal communication skills: able to communicate effectively with all children, young people, families and carers</li><li>• Demonstrable ICT skills</li></ul>	



Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p><b>Personal Qualities and Values</b></p> <ul style="list-style-type: none"><li>• Ability to work successfully in a team</li><li>• Willing to learn and develop new skills</li><li>• Confidentiality</li><li>• Belief in the power of education to shape lives</li><li>• Equality of opportunity</li><li>• Moral purpose, integrity and compassion</li><li>• Accountability to students, parents and community</li></ul>	
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"><li>• Enhanced DBS Clearance</li><li>• To be committed to the school's policies and ethos</li><li>• To be committed to Continuing Professional Development</li><li>• Motivation to work with children and young people</li><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li><li>• Emotional resilience in working with challenging behaviours and attitudes</li><li>• Ability to use authority and maintaining discipline</li><li>• The ability to communicate effectively with a wide range of stakeholders is essential for this post.</li></ul>	

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.