



Job Description and Person Specification
Cover Supervisor with Sport



JOB DESCRIPTION

Cover Supervisor with Sport

Reporting to: Cover Manager

Salary/Grade: 7

Post Purpose: A Cover Supervisor will provide short term supervision of classes in the event of the absence (planned or unplanned) of the teacher, ensuring that students are engaged in pre-set work, and managing behaviour and ensuring a safe environment.

In addition, the postholder will support the PE department by delivering practical PE sessions, leading sporting activities and running extracurricular sports clubs

Key relationships: Teachers, PE Department staff, other classroom support staff, Cover Manager, Operations Manager.

MAIN DUTIES AND RESPONSIBILITIES

- In the absence of a teacher, to supervise a class of students, ensuring they are engaged in learning activity that has been set by a teacher. This may include explaining the work to be completed and answering questions from students to ensure that they understand what is required of them.
- To liaise with teachers / other relevant staff with regard to work set for a class.
- To feedback to the relevant teacher on student engagement in the set work and also on any issues that may have arisen during the covered lesson(s).
- To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
- To assist in the evaluation of the impact of covered lessons on students and throughout the school.
- To undertake student registration of a class, in the absence of the normal registration tutor.
- To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
- To assist with the organisation of cover for absent colleagues (teachers or support staff), for both planned and unplanned absences.
- To undertake administrative duties relevant to the role.
- To invigilate or provide approved SEN support for internal and external tests and examinations under formal conditions.
- When not required to undertake any responsibility falling within the above, Cover Supervisors may be directed to provide additional support in the school, in accordance with the duties of other similarly or lower graded jobs for which they are suitably skilled / qualified.
- Deliver practical PE sessions under the direction of PE staff, including leading warm-ups, activities, and skill development.
- Support the delivery of the PE curriculum, including assisting with lessons, demonstrations, and small group work.
- Assist PE staff with the preparation, organisation, and maintenance of sports equipment, ensuring it is safe and fit for purpose.
- Run and supervise extracurricular sports clubs and activities, promoting participation and physical activity among students.

- Support the school's competitive sports programme, including assisting with fixtures, competitions, and inter-school events.

School Ethos

- To play a full part in the life of the school community, to support and uphold the school's values and to encourage staff and students to follow this example.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To promote actively the school's policies and procedures
- To engage in continuing professional development as agreed.
- To undertake any other reasonable duties as directed by the Headteacher.

Note: This job description is not exhaustive and may be amended to reflect the changing needs of the school, in consultation with the postholder

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Subject to the duration of the need, the special conditions given below apply:

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a check being carried out at an Enhanced level by the Disclosure and Barring Service regarding any previous criminal record.

SIGNATURES:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed: _____
(Employee)

Dated: _____

Signed: _____
(Headteacher)

Dated: _____



PERSON SPECIFICATION
Cover Supervisor

Qualifications

Essential	Desirable
<ul style="list-style-type: none">Numeracy and literacy skills equivalent to NVQ level 2 or GCSE Grade 4 (or equivalent) in English and Mathematics	<ul style="list-style-type: none">Further educational qualifications at A level or equivalentEvidence of sporting coaching qualifications (e.g., Level 1 or 2 coaching awards)First aid qualification or willingness to undertake training

Experience

Essential	Desirable
<ul style="list-style-type: none">Experience of working with adults or children in a teaching or coaching capacity.Experience of the use of ICT packagesExperience of coaching or leading sporting activities with children or young people	<ul style="list-style-type: none">Experience of working in a school or similar settingExperience of working with young peopleKnowledge of child protection and health and safety procedures.Experience working in a PE or sports environmentExperience supporting students with varying abilities in physical activities

Personal Attributes

Essential	Desirable
<ul style="list-style-type: none">Ability and willingness to undertake professional development.Good interpersonal skills.Empathy with children and young people.Ability to work effectively as part of a team.Communicate effectively and appropriately to students with different abilities and ethnic backgrounds.Ability to demonstrate enthusiasm and sensitivity while working with othersAn understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.Be productive and show initiative.Be computer literate.Enthusiasm for sport and physical activity	<ul style="list-style-type: none">A passion for promoting health, wellbeing, and physical educationAbility to motivate and inspire students in both academic and sporting contexts

Lutterworth High School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be conditional upon satisfactory pre-employment checks, including an enhanced DBS disclosure, online searches as part of our safer recruitment process, satisfactory references, and medical clearance.

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