



WEST HATCH HIGH SCHOOL
a Specialist Business and Enterprise School
"THE BEST THAT I CAN BE"
Headteacher: Mr D Leonard BSc (Hons), Med
High Road, Chigwell, Essex, IG7 5BT

PE Cover Supervisor

Required ASAP

37 hours per week (8.30am to 4.30pm)

38 weeks per year plus 1 week CPD/term time

Scale 5 points 8 to 11 £22,777 - £24,054 (This is the FTE salary and the actual salary paid will be pro rata)

This is an exciting opportunity for someone who is passionate about sport and working with children to join an outstanding PE department with state of the art facilities.

This role will provide PE and classroom supervision in the event of teaching staff being unavailable. This role will predominately cover PE lessons, however, you will also be expected to cover other faculty lessons when required. When not being used for cover, you will provide additional support to the PE department. The successful candidate is also expected to assist with lunch time and after school sports clubs.

This is an ideal opportunity for someone who is considering a career in teaching or for someone qualified but seeking further school experience. We will provide training to support you in providing the best possible support for our students.

West Hatch is a thriving, heavily oversubscribed innovative school. Proud of its success with significantly above average results. Rated 'Good' by Ofsted, we are always striving for improvement.

The school is as passionate about developing its staff as it is about developing students, both inside the classroom; come and be a part of our future and let us help and guide yours.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our School website at www.westhatch.net

If you require additional information please contact recruitment@westhatch.net

Closing date: Monday 20th February 2023 at noon

Early applications are encouraged as we will review applications as we receive them; and applicants may be contacted before the closing date.



West Hatch High School

JOB DESCRIPTION: PE Cover Supervisor
Scale 5 Pt. 8 - 11
Term time only

Responsible to: Cover Managers

Purpose of Post: To supervise whole classes during the short-term absence of teachers. The Cover Supervisor will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep pupils on task. The Cover Supervisor will respond to general questions and provide general feedback to teachers, but will not be required to undertake 'specified work' (planning, preparation, assessment, recording and reporting of achievement, progress and development).

Duties and Responsibilities:

Support for Pupils

- * 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
- * Deal with any problems or emergencies according to the school's policies and procedures

Support for Teachers

- * 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
- * Provide administrative support to the department where required
- * Support the department with organising and leading sports fixtures and trips where required

- * Support the department in the management of sports equipment
- * Support and Lead sports clubs at lunchtime and afterschool
- * Participate in staff development and the performance management scheme

In addition

- * To cover registrations or do a duty as required
- * To invigilate examinations if required

If time permits

- * To provide classroom support
- * To assist with school trips
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- * To support school clubs
- * To provide admin support in designated areas and also whole school where required

Support for the Curriculum

- * Support the use of ICT where appropriate
- * Make appropriate use of equipment and resources

Support for the School

- * Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection,
- * Report all concerns to an appropriate person
- * Be aware of and support all pupils in having equal access to opportunities to learn and develop
- * Participate in training and other learning activities as required
- * Attend relevant school meetings as required
- * Respect confidentiality at all times
- * Perform other tasks if required by the Headteacher

The above is not necessarily an exhaustive list of the duties to be undertaken and can be amended with negotiation. This is particularly true of new and evolving roles.

July 2022



West Hatch High School

Cover Supervisor - Person Specification

General heading	Examples	Essential	Desirable
Qualifications & Experience	Successful recent experience working with children in a school environment	✓	
	Good knowledge of school policies and procedures		✓
	Educated to NVQ Level 3 in learning support or equivalent qualification/experience		✓
	Good working knowledge of ICT to support learning	✓	
	Basic knowledge of First Aid		✓
	Good reading and writing skills	✓	
	Good numeracy skills	✓	
Communication	Ability to complete basic forms and returns.	✓	
	Ability to use clear language to communicate information unambiguously Ability to listen effectively	✓	
	Ability to negotiate effectively with adults and children	✓	
	Ability to negotiate effectively to achieve best outcomes.	✓	
Working with children	Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment.	✓	
	Successful completion of training to support SEN if appropriate		✓
	Detailed understanding of the school curriculum		✓
	Good working knowledge of specialist curriculum area(s) if appropriate		✓
	Ability to assess progress and performance and recommend appropriate strategies to support development Motivate, inspire and have high expectations of pupils	✓	
	Working with others	Ability to make a proactive contribution to the work of the team supporting children, their families and carers and contribute to group thinking, planning etc.	✓
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults		✓	
Ability to work effectively with a range of adults		✓	
Contribute to the development and implementation of effective systems to share information		✓	
Responsibilities	Good organisational skills and ability to remain calm under pressure.	✓	
	To be flexible, to follow instructions accurately	✓	

	Ability to manage and support the work of others	✓	
	Ability to manage own time effectively	✓	
	Ability to adapt quickly and effectively to changing circumstances/situations		
	Demonstrate creativity and an ability to resolve problems independently	✓	
General	Demonstrate a commitment to equality	✓	
	Basic understanding of Health & Safety	✓	
	Understand and implement Child Protection procedures, as required	✓	
	Understand and comply with procedures and legislation relating to confidentiality	✓	
	Demonstrate a clear commitment to develop and learn in the role	✓	