



## JOB DESCRIPTION & PERSON SPECIFICATION

**JOB TITLE:** Cover Supervisor with PE                      **GRADE: 4 (SCP 5-7)**

**REPORTING TO:** Headteacher/ Deputy Head of School                      **DATE PREPARED: June 2026**

**DIGNITY AT WORK:** To show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Trust's Equal Opportunities in Employment Policy.

**PURPOSE:** To work under the professional direction of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short term absence of teachers.

<b>PRINCIPAL ACCOUNTABILITIES:</b>	
<b><i>Please note decision making must be included within the Principal Accountabilities</i></b>	
1	Promote and safeguard the welfare of children and young people.
2	Supervise students learning by delivering cover work that has been set in accordance with academy policy, ensuring a positive working atmosphere is maintained and that the work is productive.
3	Act as a role model and set high expectations of conduct and behaviour.
4	Promote the inclusion and acceptance of all students within the classroom, ensuring all students have equal access to opportunities to learn and develop.
5	Record and report attendance at lessons in accordance with school policy.
6	Keep students on task, responding to general queries about the work that has been set.
7	Collect any work completed after the lesson and return it to an agreed person/place.
8	Keep appropriate records and provide objective and accurate feedback to the teacher on the conduct of the lesson.
9	Promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy.
10	Leave the room in good order at the end of the lesson.
11	Assist with the supervision of students out of lesson times as required e.g. clubs and extra-curricular activities.

12	Support the whole school Digital Literacy programme using a variety of software packages, including Google Classroom and MS Office.
13	Make appropriate use of equipment and resources.
14	Be aware of and comply with school policies and procedures, especially those relating to child protection, health, safety and security, and confidentiality, reporting all concerns to an appropriate person.
15	Respect confidential issues linked to home/students/teacher/school work and to work with due regard to confidentiality and the principles of Data Protection, encouraging others to do the same.
16	To work alongside teaching and classroom-based staff to provide general support for departments when required.
17	Delivering PE lessons as an instructor on a regular basis as part of the school timetable.
18	Undertake the role of form tutor, where required.
19	Attend and participate in relevant meetings as required.
20	Participate in training and other learning activities and performance management as required.
21	Contribute to the overall ethos/work/aims of the Academy Trust.

#### **Other Responsibilities**

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on St Cuthbert's RC Academy Trust, as your employer and you as an employee of the Trust. In addition to the Trust's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Trust's H&S policy.

#### **General**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust, including remotely where necessary.

#### **Dimensions**

**1. Responsibility for Staff:**

The post has no line management responsibility for staff.

**2. Responsibility for Customers/Clients:**

The post holder has the responsibility for supporting the learning and welfare of students under their supervision; ensuring good order in groups of students under their supervision; keeping appropriate stakeholders informed about progress.

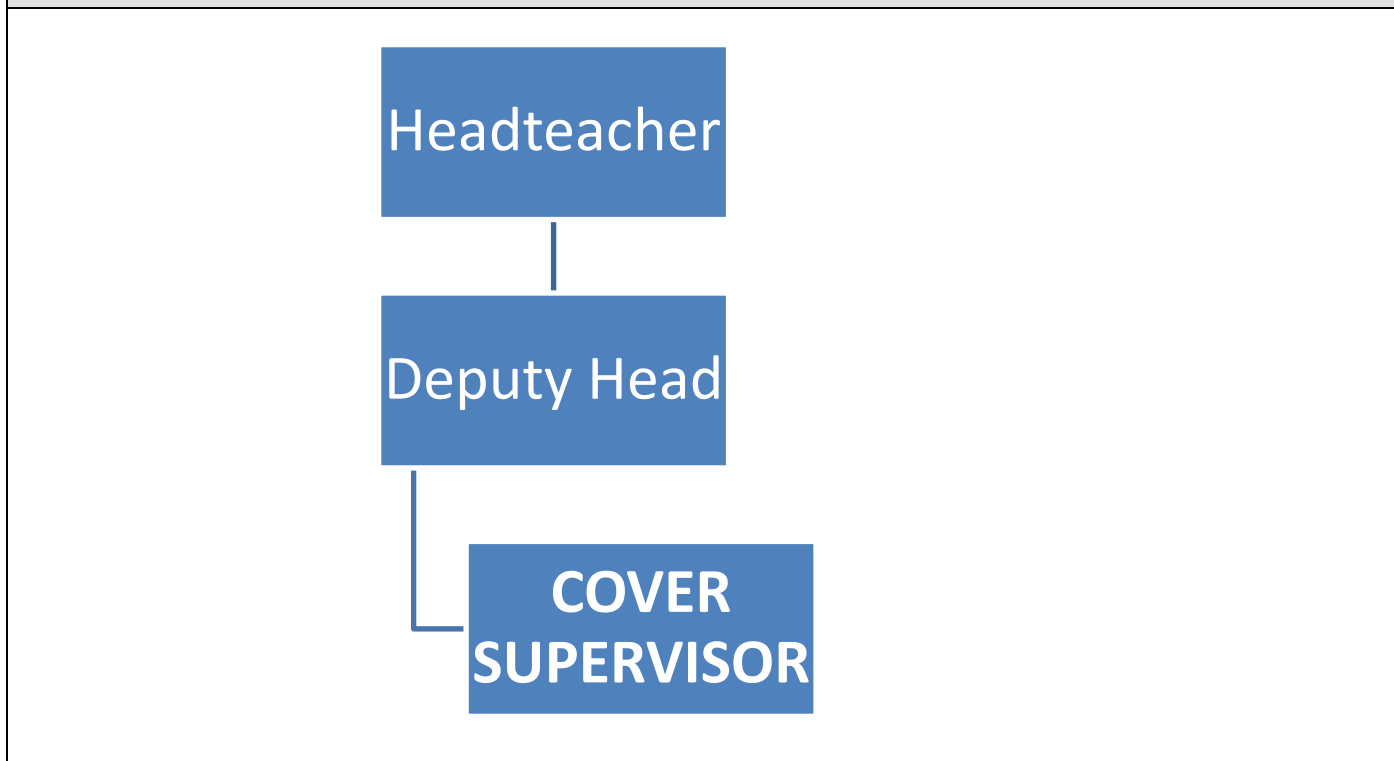
**3. Responsibility for Budgets:**

The post holder has no budget responsibility.

**4. Responsibility for Physical Resources:**

The post holder will be responsible for the safe use of equipment.

**ORGANISATION CHART:**



	Tick relevant level for each category						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over		✓					

and above that normally incurred in a day to day office environment).							
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		✓					
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		✓					

PERSON SPECIFICATION		Tick relevant column	List code/s*
<b>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</b> <i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation</i>		Essential	Desirable
		How identified	
<b>1.</b>	<b>Qualifications:</b>		
	Good level of education including GCSE Maths and English Grade A* to C (or equivalent).	✓	CQ, AF, I
	NVQ Level 3 Supporting Teaching and Learning in Schools qualification or above, and/or equivalent practical work experience.	✓	CQ, AF
	Possession of a qualification or certification in PE or a sports-related discipline.		✓ CQ, AF
<b>2.</b>	<b>Relevant Experience:</b>		
	Experience of working within a school/academy/educational setting.	✓	AF, I, R
	Experience of working with multi-agencies.		✓ AF, I, R
	Experience of motivating children and young people.	✓	AF, I, R
	Experience of working with young people who have multiple disadvantages.		✓ AF, I, R
	Experience supporting or leading sports groups and delivering PE sessions		✓ AF, I, R
<b>3.</b>	<b>Skills (including thinking challenge/mental demands):</b>		
	Motivation to work with children and young people.	✓	AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	✓	I, R
	Ability to successfully monitor and assess situations and to take appropriate action quickly and effectively in line with school policies and procedures.	✓	AF, I
	Ability to work as an effective team member.	✓	AF, R, I
	Ability to consult and negotiate effectively with a range of stakeholders.	✓	AF, R, I
	Ability to work independently, with good awareness of when to take initiative and when to check and confirm actions.	✓	AF, R, I
	Ability to work well under pressure and to respect sensitive and confidential information.	✓	AF, I, R
	Ability to relate to children and young people.	✓	AF, I, R
	To be computer literate, particularly in the use of Google Classroom and Microsoft Office 365 to support learning.	✓	CQ, AF, I
	Highly organised and self-motivated, with the ability to manage time to ensure that deadlines are met.	✓	AF, I, R
<b>4.</b>	<b>Knowledge:</b>		
	Have a good knowledge of and commitment to safeguarding and promoting the welfare of children, young people.	✓	AF, I
	Have a good knowledge of relevant policies/codes of practice and awareness of relevant legislation.	✓	AF, I, R
<b>5.</b>	<b>Interpersonal/Communication Skills:</b>		
	<b>Verbal Skills</b>		

PERSON SPECIFICATION		Tick relevant column		List code/s*
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		Essential	Desirable	How identified
	Have the ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people and their family/carer.	✓		AF, R, I
	Have the ability to liaise and communicate confidently, clearly and effectively in order to give and provide clear and concise information, to receive instructions and to resolve issues or concerns.	✓		AF, I
	To have the communication/interpersonal skills and composure required to diffuse a situation if needed i.e. objectionable behaviour, emergency situation.	✓		AF, I, R
<b>Written Skills</b>				
	Will have the necessary level of written communication and literacy skills to enable them to contribute to reports, feedback, in accordance with school policies and procedures.	✓		AF, I, R
<b>6.</b>	<b>Disclosure of Criminal Record:</b>			
	The successful candidate's appointment will be subject to the school obtaining a satisfactory Enhanced Disclosure from the Disclosure and Barring Services.	✓		DBS Enhanced Disclosure