

BALCARRAS SCHOOL JOB DESCRIPTION

JOB TITLE: Sports Coach and Cover Supervisor

HOURS: 5 days per week, term time only
8.50 am – 3.35 pm – Monday to Friday
1 INSET Day in September

GRADE: Salary: 12 – 14 (pro rata equivalent: £19,392 - £20,176)

JOB PURPOSE: To coach two sports teams each week to a high standard and to oversee success at fixtures with local schools.

To supervise whole classes during any absence of the class teacher as directed by the cover manager or senior teacher in charge of cover. Class cover will involve implementing work programmes, managing pupil behaviour and assisting pupils in the relevant activities in line with the school's policies and procedures.

PERSON SPECIFICATION:

The successful candidate should have

1. The ability to coach a sports team to a high standard in at least two sports (summer and winter).
2. A good classroom manner and be confident in delivering lessons.
3. Good communication skills, with pupils and other staff.
4. Previous teaching experience or experience of working in a school with groups of children.

Main Duties and Responsibilities
• Arrange and oversee practices after school for two sports clubs each week.
• Coach teams to a high standard and achieve success for the school teams.
• Arrange and oversee fixtures with other schools.
• Oversee the team at away fixtures.
• Remain present in the classroom for the full duration of the lesson.
• Supervise work that has been set in accordance with school policy.
• Take a register of the class and read out any notices as necessary.
• Manage the behaviour of the pupils whilst they are undertaking work to ensure a constructive environment and promote positive behaviour.
• Respond to any questions from the pupils about process and procedure.
• Where possible, assist the pupils with any difficulties they have with the set work (although thorough subject knowledge in all areas is not expected).
• Deal with any immediate problems or emergencies according to the school's policies and procedures.
• Where possible, assist the pupils with any difficulties they have with the set work (although thorough subject knowledge in all areas is not expected).

<ul style="list-style-type: none">• Deal with any immediate problems or emergencies according to the school's policies and procedures.
<ul style="list-style-type: none">• Inform pupils of the set homework and ensure that pupils record the homework accurately in their planners.
<ul style="list-style-type: none">• Maintain a good learning environment.
<ul style="list-style-type: none">• Collect any completed work after the lesson and returning it to the appropriate teacher.
<ul style="list-style-type: none">• Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the lesson and on any issues arising.
<ul style="list-style-type: none">• Where a GITEP or trainee teacher is taking the lesson, remain in the room to support and assist with behaviour management as required.

For cover of long-term absences, any support in setting work or marking of pupils work (particularly in subjects where the cover supervisor has expertise), while not compulsory, would be very appreciated by the school.

The job description sets out the main duties of the post. Such duties may vary from time to time without changing the general character of the post or level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

April 2022