

St Aidan's Church of England High School

PE Technician/Cover Supervisor

31 hours per week term time only

£12,547 per annum

(10 hours of cover supervision/21 hours technician)

4th September 2017 – 31st August 2018 (1 Year contract)

The school requires a PE Technician/Cover Supervisor to support, as a Technician, its large PE department providing a range of practical, technical and administrative duties and as a Cover Supervisor to deliver lessons primarily in PE but also in other departments, that have been set by absent teaching staff for a variety of Year groups.

The successful candidate will need to be flexible, an excellent communicator and able to work independently. A teaching qualification is not required for this post but previous experience within education and a knowledge and interest in PE would be an advantage.

Main responsibilities

Cover Supervisor Duties, may include

- Supervising lessons for a variety of year groups and subjects but predominantly PE that have been set by absent teaching staff.
- Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive and positive environment
- Responding to any questions from pupils about process and procedures
- Dealing with any immediate problems or emergencies according to the school's policies and procedures
- Collecting any completed work after the lesson and returning it to the appropriate teacher
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising

Evacuate your class from the building during a fire alarm or other such emergency and take students to the designated area.

Administrative Support for the PE Department

- Producing and distributing team sheets for fixtures
- Creating displays on the departments display boards
- Contacting parents, other schools, pupils, outside agencies by email/telephone
- Answering the telephone and relaying messages
- Sending newsworthy items to the website/social media coordinator
- Helping with events such as Sports Award evening, inter-form sports days

Other technician duties for the PE Department may include

- Ensuring PE/Sport facilities and equipment are safe for use
- Maintaining and ensuring safe storage of equipment
- Assisting teachers in lessons with video/camera recording
- Ensuring school PE kit is returned and washed
- Assisting with transition days
- Ensuring first aid boxes are replenished
- Contributing towards extra-curricular activities

Person Specification

This role is a challenging one, and whilst previous experience is not necessary, it is vital that anyone thinking of applying for this position possesses the following qualities:

- a recognised competence in literacy and/or numeracy
- be able to think on your feet, react quickly and effectively to potential situations and to use your initiative on a continuous basis
- communicate confidently and effectively with students and other members of staff
- control classroom behaviour, preventing any incidents or misbehaviour where possible by using a range of behaviour management strategies for which training will be available

- be patient, calm and work well independently and under pressure
- relate well to students, creating rapport and helping to raise the positive profile of Cover Supervisors within the classroom
- enjoy a varied and constantly changing routine
- listen to instructions which may be delivered briefly and at speed, taking on new information quickly. In addition, listen to students, particularly if they come to you with a problem whilst following the school's safeguarding policies.

St Aidan's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.