



SOUTH GROVE PRIMARY
PPA Cover Supervisor – Level 1 – PE and Sports Coach

JOB DESCRIPTION

Job Purpose	
<ul style="list-style-type: none">• To supervise whole classes during a teacher's PPA, providing outdoor/indoor PE sessions under the guidance of teaching/senior staff, including implementing work programmes planned for by the class teacher, managing pupil behaviour and assisting pupils in relevant activities in line with the school's policies and procedures.• To plan, deliver and monitor a co-ordinated programme of high quality physical education programme and activities, which are progressive and reflective of the needs of children and support the aim of increasing participation in PE and school sport by ALL children at South Grove Primary School.	
Major Tasks, Duties and Responsibilities	
1 Support for Pupils	<ul style="list-style-type: none">• To support pupils by responding to their individual needs and promote the inclusion and acceptance of all students in the classroom.• To provide feedback to pupils in relation to progress and achievement.• To carry out work of Teaching Assistant if not required to provide cover for a lesson.• To have shared responsibility for the delivery of PE with the class teacher.• To be a positive role model, creating a positive and fun environment in which to motivate and encourage children to participate in sport and physical activity and to perform at their personal best. To plan and implement well-structured and progressive schemes of work that meets the needs of all children. The programmes will link the school and the wider community and will aim to provide increased opportunities for children to participate in sport and physical activity.• To support in the organisation of personal challenge inter-school and intra-school sporting competitions for children.• To take positive steps to identify and overcome barriers to participation amongst children, prioritising access and inclusion.• Assist with maintaining good behaviour of pupils throughout the school at all times.• Provide additional care for pupils with particular needs (learning, behavioural, physical, medical) as part of a planned programme and assist in maintaining records.• Build and maintain close and secure relationships with pupils, ensuring the care, health and welfare of children at all times.• Report any concerns regarding child protection or children's welfare to the designated teachers.• Assist in the provision of activities for the pupils to encourage their physical, intellectual, emotional and social development
2 Support for the Teacher	<ul style="list-style-type: none">• Under the agreed system of supervision, during the PPA Cover of the classroom teacher, to supervise pupils, undertaking work, which in accordance with the class teacher in accordance with the PE Scheme of work has agreed and school policy.• To manage pupil behaviour and deal promptly with conflict and incidents in line with established school policy, with the support of the class Teaching Assistant.• To deal with any immediate problems, in the absence of the teacher, according to the school's policies and procedures. In the event of emergencies, seek Phase Leader, Senior Leadership Team support.• To monitor and evaluate pupils' responses to learning activities through observation and recording of achievement and provide feedback/assessment as required with support from the class Teaching Assistant.• To use ICT effectively, where necessary, to support learning activities and develop pupils' competence and independence in PE activities including assessment of pupil performance, with support from the class Teaching Assistant.

- To liaise sensitively and effectively with parents/carers as agreed with the teacher, where necessary or liaise directly with the Class Teacher.
- To undertake activities as agreed by the teacher, with whole classes, individuals or small groups of pupils.
- To support the PE Sports Leader with the administrative tasks involved in School Games Mark.
- Maintain appropriate records, including digital records and prepare monitoring reports to show progress. Submit reports to the school's PE Sports Leader.
- The use of Assessment for Learning techniques on a weekly basis and the production of digital records as evidence and teaching aids.
- Contribute to the assessment of pupils' progress and the maintenance of appropriate records.
- Observe and monitor pupils' progress, adapting any agreed approach to meet particular needs.
- Liaise and plan with the teacher to support pupils in their learning new skills.
- Organise and deliver an activity to KS1 or KS2 during lunchtime.
- Organise and lead a range of school clubs for KS1 and KS2 (both morning and after school.)
- Assist teaching staff and/or other specialist staff in devising and implementing individual learning programmes for particular pupils.

3 Support for the Curriculum

- To be responsible for the organisation, classroom/outside provision maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
- To demonstrate creativity in assisting with the practical resourcing of PE and its assessment of the pupils.
- To plan and deliver a range of sporting activities alongside teachers within the school's PE curriculum and to have a focus on OSHL (out of school hours learning).

4 Support for the School

- To follow the school policy documents, PE Schemes of Work, and keep updated with school and National curriculum documentation.
- To support teachers in selecting and preparing teaching resources that meet pupils' needs and interests, supporting the school's PE Scheme of Work.
- Under teacher's overall control, accept shared responsibility for the creation of a safe environment for pupils' within and outside the classroom and comply with the appropriate policies and procedures, reporting all concerns to an appropriate person.
- To assess the pupils on a regular basis with support from the class teacher and the Teaching Assistant and agreed by the class teacher.
- To be a member of break and lunch duty teams in negotiation with line manager.
- To attend and participate in regular meetings and participate in training and other learning activities as required.
- Take part in school procedures, e.g. Playground duties and visits.
- To agree to abide by the school's code of conduct, including professional behaviour, relationships and appearance.
- To carry out duties in accordance with the school's policies, including equal opportunities, child protection, health and safety at work.
- To develop and maintain effective and positive working relationships with all staff, including the wider community and sporting organisations.
- Show sensitivity and objectivity in dealing with parents, members of the school community and visitors
- To attend appropriate professional development courses as identified through the post holders training needs analysis
- To ensure contacts are made with outside sporting bodies to enable signposting opportunities are made available to specific groups or individuals.
- Attend relevant meetings and contribute to the development of curricular programmes, policies and procedures.
- Liaise with other professional staff as necessary, which may include outside agencies.
- Share skills and knowledge with colleagues.

<ul style="list-style-type: none"> • Ensure good communication across the Phase you are working in. • Support and assist across the Phase as needed <p>5 Welfare and other duties</p> <ul style="list-style-type: none"> • To undertake planned supervision of students' out of school hours learning activities and support in the supervision of pupils on visits and trips. To undertake first aid training and be a named first-aider if required to be so. • To assist in training and development of other Teaching Assistants as required and as appropriate. • To promote and implement the school's equal opportunities policies in all aspects of employment and service delivery. • Demonstrate a highly professional approach to everyday work and work independently demonstrating initiative and pro-activity • Health and Safety checks on a daily, weekly and annual basis. • To undertake any other tasks as directed by the Head teacher commensurate with the grading of the post.
<p>Other requirements:</p> <ul style="list-style-type: none"> • To attend and participate in staff meetings. • To participate in training and performance management as required. • To have an up-to-date Enhanced DBS Disclosure. <p>In addition, to undertake such duties of a similar nature as may be reasonably directed by your line manager from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school. Working with individual pupils on a 1-1 basis as required.</p>
<p>Responsible to:</p> <ul style="list-style-type: none"> • Head Teacher; Deputy Head Teacher; PE Leader
<p>Responsible for :</p> <ul style="list-style-type: none"> • None

<p>Equal Opportunity</p> <p>The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies</p> <p>All schools in Waltham Forest are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.</p>

SOUTH GROVE PRIMARY PERSON SPECIFICATION

We are seeking ambitious, outstanding cover supervisor who thrive on a challenge. For this crucial role we will be looking for the following:

	Essential	Desirable
Qualifications		
GCSE English, Grade C or above or equivalent	E	
Qualifications or recent training relevant to this post	E	
Level 5 Certificate in Primary School Physical Education Specialism	D	
1. Experience – A successful record of:		
Working with young people within a school classroom setting, preferably within the Primary age range.	E	
Efficient administration and good organisation	E	
3.Skills – The ability to		
Communication effectively orally and in writing to a range of audiences.	E	
Build effective relationships with young people, providing support for their learning and setting clear boundaries for them.	E	
Build effective relationships with teachers and other school staff.	E	
Participate in discussions in an informed and sensitive manner.	E	
Use ICT for administration purposes and a willingness to use it with students.	E	

2. Knowledge and Understanding of:		
The nature and needs of students in urban areas such as Waltham forest.	E	
The ways in which this post can support the ethos of the school, which is committed to focusing on learning and raising achievement.	E	
Strategies to ensure excellent student behaviour.	E	
The Primary National Curriculum for PE	D	
Personal Qualities		
Excellent attendance and punctuality	E	
Hard working, flexible and reliable	E	
Positive and optimistic	E	
The ability to work under pressure and maintain a sense of humour.	E	
A genuine commitment to and liking for young people, and high expectations for their progress and welfare	E	
A commitment to the promotion of equality of opportunity and inclusion in all aspects of school life, practical strategies for achieving this, and an understanding of the implications of this post.	E	