



ST ANNE'S CATHOLIC SCHOOL

JOB OUTLINE:

PE TA / COVER SUPERVISOR

One year fixed term contract (MAT Cover)

GRADE:

Grade 5/6

Term time only 30 hrs per week

PURPOSE OF THE POST

The purpose of this post is to support and sometimes supervise the classes on behalf of PE teachers who may be in meetings or leading or participating in professional development. It may also be for a teacher who is absent for illness.

The post will involve you in supervising the work set by absent teachers. You will be expected to follow the school's behaviour policy and begin and end the lesson accordingly. You will also be expected to complete a class register at the beginning of the lesson.

You will liaise closely with the Head of Department (HOD). You should enjoy working with young people and be non confrontational in your approach. Training will be given and you will be part of the Appraisal system for all Support Staff.

You will be expected to support a teacher or carry out other activities to support teaching and learning, such as classroom displays or organising and maintaining teaching resources.

KEY TASKS

- To supervise the classes or tutor groups of teachers at meetings, professional development activities or with short term illness.
- To explain clearly to pupils the work set by the teacher and to help pupils with organisation of resources.
- To ensure the Behaviour Policy and practices are followed including rewards and sanctions.
- To ensure there is a prompt and orderly start to lessons and pupils are dismissed according to the school policy.
- To liaise closely with the HOD, who assign classes and tasks.
- To attend training as required.

Job Duties for TA/Cover Supervisor in PE

1. Locking up and clearing out of changing rooms for late arrivals, therefore lessons begin by classroom teacher.
2. Assisting extra curricular clubs (lunch times)
3. Collecting and putting out equipment so lesson can begin
4. Preparing registers
5. Monitor swimming lesson attendance and under guidance from HOD issue communications to parents relating to non attendance
6. Support less able pupils and explaining work to children with EAL
7. Supporting teacher with behaviour issues (taking small groups if necessary)
8. Supporting pupils with special needs
9. Supporting offsite swimming lessons including travel
10. Locking away of valuables

In addition to the above responsibilities the PE TA / Cover Supervisor will also be expected to carry out any such reasonable requests or instructions made to them by the Headteacher.