CHIPPING NORTON SCHOOL

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Leadership Team: Barry Doherty (Headteacher)
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Chipping Norton School

Advert

Chipping Norton School is looking for the right person to take on the role of:

COVER SUPERVISOR and PE TEACHER/SPORTS COACH
Temporary post
31.25 - 36.5 hours per week, term time only
Salary grade 6 (£19,945-£22,021) pro rata

We would like to appoint a temporary cover supervisor and PE teacher/sports coach whose roles will be to supervise and assist students with their learning in the absence of the classroom teacher and to possibly deliver PE lessons to particular year groups in school and assist with extra-curricular PE activities. Both roles will require the successful candidate to work collaboratively with all teams across the school and be prepared to complete routine administration tasks. A comprehensive induction programme and training will be provided.

If you are interested, please complete a Chipping Norton School/TES application form and include a letter (of no more than 2 sides of A4) outlining your reasons for applying and your suitability for the post. Application forms and further details are available on the school's website or from Morag Robinson (tel. 01608 649500; email office@chippingnortonschool.org). The closing date for receipt of applications is Monday 13th July.

Chipping Norton School and the River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role. Chipping Norton School is an equal opportunities employer.

RIVER LEARNING TRUST

Chipping Norton School is an academy which is part of the River Learning Trust which is an exempt charitable company limited by guarantee registered in England and Wales with registered company number 7966500 and its registered office is Gosford Hill School, Oxford Road, Kidlington, Oxfordshire OX5 2NT.

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JOB DESCRIPTION: COVER SUPERVISOR AND PE TEACHER/SPORTS COACH

JOB PURPOSE:

The Cover Supervisor/Sports Coach must show evidence of confidence and competence in managing young people.

Cover Supervisor main duties:

- Undertake lesson, registration and duty cover for absent staff
- Support designated departments as required when not on cover duty
- Collect and prepare for cover work set for assigned lessons and seek clarification if needed.
- Arrive promptly for cover lessons
- Ensure orderly entry to the room and check that students are properly dressed and equipped to start the lesson
- Mark the class register at the beginning of each lesson and sit students accord to seating plan
- Supervise work set by the teacher
- Manage behaviour in the classroom
- Report on the behaviour of students using the agreed referral procedures
- Report on serious student behaviour and refer to Heads of Year for behaviour concerns.
- Record behaviour incidents on SIMS
- Show interest in work and answer any queries where possible. Use praise to help motivation
- Ensure that the room is tidy and dismiss students in an orderly and timely fashion
- Feedback (both positive and negative) to the class teacher

Sports Coach main duties:

- Have an involvement in the teaching of PE across the school
- Attend departmental meetings and be involved with suggesting ideas for development
- Have a high level of commitment to Extra Curricular Activities
- Be a good motivator of both individual pupils and teams
- Have the ability to teach/coach at an appropriate level for all pupils considering their additional needs
- Take a holistic approach to the Department's sporting ethos
- Have very high levels of organisational and administrative ability
- Require good communication
- Need a sense of humour and the ability to work in a busy environment
- To use assessment to further improve pupils' learning and to be able to report progress to the leader of the PE Department
- Ensure high standards of behaviour through implementation of the school's Behaviour Policy.
- Ensure all relevant school policies and procedures are adhered to.
- Play a full part in the successful running of events organised by the department.

Health and Safety

- Undergo first aid training and update courses.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with health, safety and welfare.

PERSON SPECIFICATION
COVER SUPERVISOR/SPORTS COACH

Criteria	Essential	Desirable	How Assessed
Student Wellbeing	Enhanced Disclosure and Barring Service Certificate		Certificate
Qualifications	GCSEs (A-C) including English/ Maths A levels	Degree or undertaking a 'placement year'	Letter Application form References
Experience	Recent experience of working with young people in a learning environment providing support, assistance and guidance to students	Recent experience of supporting students in a school environment	Interview Letter Application Form
Skills and Attributes	Effective behaviour management Be a positive role model with an ability to empathise with young people and build positive relationships The ability to communicate effectively with students, staff and parents (written and verbal) Demonstrate enthusiasm and interest in sports/games and co-curricular activities Previous experience of working in a flexible way	Coaching qualifications Experience of coaching children either in clubs or schools The ability to work alongside a range of professionals An awareness of the school curriculum Clean driving licence	Interview References
Personal Qualities	High personal and professional standards and an awareness of safeguarding legislation with a full commitment to safeguarding practice	Sense of humour	Interview