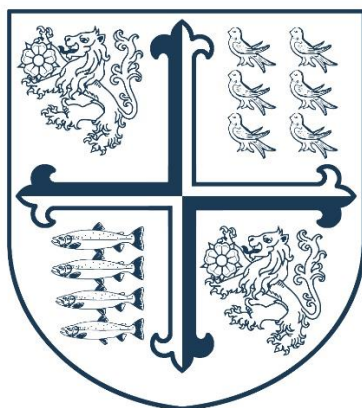


# Bournemouth School



## Information for Applicants

# Cover Supervisor and PE Support

Bournemouth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS disclosure.

✓ Hard Work

✓ Discipline

✓ Smart Appearance

✓ Respect



November 2024

Dear Applicant

## Cover Supervisor and PE Support (from September 2025)

Thank you for expressing interest in the post of Cover Supervisor and PE Support at Bournemouth School. We are seeking to appoint a Cover Supervisor who will be responsible for supervising morning lessons during the short-term absence of the normal class teacher and work within the PE department in the afternoons. The successful applicant will assist the PE Department, contribute to the coaching of students, schedule sports fixtures and assist in the co-ordination of the Duke of Edinburgh Award Scheme. Previous experience of working in the classroom would be an advantage but training and support will be provided.

The on-line application form can be found on our website under Vacancies. Please find enclosed:

- Job Description
- Map of Area

I hope that you will find these helpful in deciding whether this is the job for you and for preparing your application. We also invite you to look at our school website ([www.bournemouth-school.org](http://www.bournemouth-school.org)).

The closing date for applications is 9.00 am on **Friday 31 January 2025**. If you require any further information regarding the application process or the school, please contact Mrs Katie Ateaque on 01202 512609 or e-mail [kateaue@bournemouth-school.org](mailto:kateaue@bournemouth-school.org).

I look forward to receiving your application.

Yours sincerely

Dr Dorian P Lewis  
Headmaster



## Bournemouth School

### Job Description

<b>Job Title:</b>	Cover Supervisor and PE Support	<b>Hours:</b>	40 hours per week 08.00-5.00 pm Monday – Friday
<b>Employer:</b>	Bournemouth School (Academy)	<b>Worked Weeks:</b>	39 weeks (38 weeks term time plus 1 week INSET)
<b>Pay Range:</b>	£24,034 - £26,468 (actual salary) £13.47 – £14.84 per hour	<b>Grade:</b>	BS Grade 7, point 8-14
	The pro rata salary shown is based on the number of hours and weeks worked and paid annual leave entitlement for an employee under 3 years' service.		
<b>Reports to:</b>	Deputy Headteacher in charge of Cover and Head of PE		

### Main job purpose

- This is a role based in a classroom or other learning environment, including the sports hall and outdoor areas.
- As a Cover Supervisor the postholder will support students who are engaged in learning activities during the short-term or unforeseen absence of their usual class or subject teacher. Such work will have been set in accordance with the school policy. Deployment will therefore change on a daily basis.
- The postholder will have high expectations of all students and respect for their social, cultural, linguistic, religious and ethnic backgrounds.
- The postholder will be required to assist members of the PE department, under the direction of the Head of PE to supervise lunchtime and after school physical activities, contribute to coaching students in one or more sports, and arrange the scheduling of, and transport for a large range and number of sports fixtures.
- The postholder, under the direction of the Head of PE, will also be responsible for the co-ordination of the School's Duke of Edinburgh Award Scheme.

### Essential requirements

- Level 2 qualifications in English and Mathematics (GCSE level 4 or above or equivalent).
- Ability to contribute to the coaching of one or more sports.
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.
- Ability to work well in a team and independently.
- Excellent communication skills, both written and verbal.
- IT literate.
- Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.

### Main responsibilities and duties

1. To take sole charge of a group or class of students in the short term or unforeseen absence of their usual teacher.
2. Registering attendance in accordance with school policy.

3. Responding to any questions from students about process and procedures and the work that they are engaged in. Supporting student use of associated resources.
4. Managing the behaviour of students whilst they are undertaking this work to ensure a constructive learning environment.
5. Dealing with any immediate problems or emergencies according to the school's policies or procedures.
6. Collecting completed work and resources after the lesson and returning it to an appropriate teacher with comments on any learning issues arising and progress made.
7. Reporting back as appropriate using the School's agreed referral procedures on the behaviour of students during the lesson(s) and any issues arising.
8. Contributing to the delivery of the PE department's extra-curricular programme at lunchtimes and after school.
9. Liaising with other schools and transport providers to facilitate inter-school fixtures.
10. Working with the Head of PE to publicise, develop and deliver the School's Duke of Edinburgh (DofE) Award Scheme.
11. Ensuring the delivery of high quality programmes to young people undertaking the DofE award.
12. Managing the provision of a safe and enjoyable DofE programme for participants in the DofE group.
13. Supporting participants to decide on their programme choices and set their timescales and goals.
14. Regularly encouraging participation in chosen activities by participants.
15. Supporting expedition team(s) with their expedition planning and arrange for the team(s) to be trained in all of the required areas, liaising with external providers as necessary.
16. Encouraging the use of eDofE by participants, regularly approving uploaded evidence and agree the completion of sections.
17. Regularly communicate with parents/guardians about DofE group plans/meetings etc.
18. Celebrating achievements as often as possible.

### **Knowledge & skills**

#### **Essential:**

- Know and be able to apply consistently a range of school policies, particularly those regarding health and safety, equal opportunities, behaviour management, child protection and special educational needs and disabilities (SEND).
- Have the necessary skills to manage safely, the classroom activities, the physical learning space and the resources for which s/he is responsible.
- Understand and be able to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.

- Willingness to offer First Aid to students, staff and/or visitors (training will be provided).

**Desirable:**

- Recent successful experience working with secondary-aged students in an educational environment.
- Willingness to undertake further relevant study or training.
- Flexibility and initiative.

**Supervision and management**

- To work to a designated member of teaching or support staff according to the school's normal policy and practice for covering absent teachers.
- To supervise students and their learning within the context of the learning environment, in accordance with the learning activity/work set.

**Problem solving and creativity**

- Use of a variety of interpersonal skills and strategies to establish supportive and positive relationships with students.
- Know and use the school's referral system as appropriate in the event of problems with an individual student, or class or other adult.
- Flexibility in carrying out duties will be required.

**Key contacts and relationships**

- Attempt to establish relationships with students, treat them consistently, with respect and consideration, and be concerned for their progress during the period of supervision.
- Model and promote the positive values, attitudes and behaviour expected from the students with whom they work.
- Know when to seek help and advice.

**Decision making**

- There will often be a need to make immediate decisions, without initial referral to others, in relation to classroom management, the care, control and safety of students and maintaining a safe and healthy learning environment.

**Resources**

- Books, stationery, writing equipment.
- IT equipment.
- Sports equipment.

## Working Environment

- Frequent use of IT equipment.
- Lifting of books and equipment.
- The post holder will be required to work throughout the site (including at the Sir David English Sports Centre and on more than one floor), in a variety of learning environments including classrooms and specialist areas.
- Meeting the needs of students may be demanding both physically and emotionally.
- Large secondary school with 1200 students and 150 staff.
- The role requires working with individual students as well as groups and whole classes.
- Occasional disruption to planned tasks and order of tasks by students and colleagues.
- Requirement to work outside the normal school environment e.g. fixtures and visits, which may be outside the normal contracted hours.

## Other

The postholder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.

Bournemouth School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

This role is UK based and your Right to Work will need to be established as part of the appointment process.

The salary quoted is the annual salary for the position at the time of advert and this will be paid in 12 equal monthly instalments. An adjustment may be made at the point your employment ends to reflect your holiday entitlement and to ensure that you are paid accurately for the number of days worked in any academic year.

The responsibility for employees' health and safety does not rest entirely with the School and its management. The postholder, irrespective of his/her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.

This job description is neither exclusive nor exhaustive, it is a working reference document, to be reviewed as part of the post holder's annual appraisal review and revised as applicable whenever there is a significant change to the job purpose, objectives and/or key responsibilities of the role, in consultation with the post holder.

<b>Job description prepared by:</b>	Dorian Lewis
<b>Designation:</b>	Headteacher
<b>Date:</b>	November 2024

# LOCATION MAP

Bournemouth School • East Way • Bournemouth • BH8 9PY • 01202 512609

