



**North East  
Learning Trust**

**Cover Supervisor and Sports Assistant**  
**Hermitage Academy**  
Applicant information pack

# Cover Supervisor and Sports Assistant

**Required January 2023**

**37 Hours per week**

**Term time only plus 5 additional days**

**Salary Grade 3 SCP7-SCP11 £22,369-£24,054 (FTE)**

**£19,737-£21,224**

Hermitage Academy is a part of the North East Learning Trust and are seeking to appoint a Cover Supervisor and Sports Assistant to join our dedicated team.

This appointment will be based in Hermitage Academy where we have an exciting opportunity for you to join a school that has undergone real change and is on a strong, upward trajectory.

The person appointed will be expected to play a full and positive part in the life of the school. Therefore, an ability and willingness to become involved in and contribute to the extra-curricular life of the school are expected. The role would be suitable for those who enjoy sport and have experience in coaching or other sports-related pathways. Applicants are asked to state their specific preferences and strengths regarding the wide range of extra-curricular activities they can offer.

Hermitage Academy is a mixed 11-16 comprehensive school with a rapidly growing sixth form with over 1000 students from Chester-le-Street and the surrounding areas.

Our vision is simple and is shared by all schools across the North East Learning Trust family. It is that every child experiences excellence every day.

## **We are committed to:**

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body.

## **We can offer: (Optional for support staff)**

- National Terms and Conditions of Employment (NJC Green Book)
- Local Government Pension Scheme
- 31 days annual leave entitlement (whole year staff only)
- Employee Assistance Programme providing free confidential advice and counselling service 24/7 365 days per year.

## **The successful candidate will:**

- Experience of coaching and/or delivering sporting activities to pupils of all ages and abilities
- Relevant experience of working in a school or college environment.
- Have excellent IT skills.
- Be proactive and self-motivated.
- Have a flexible approach to work.

## **Deadline:**

Completed application forms should be submitted by Friday 2<sup>nd</sup> December 2022, 3pm.  
Interviews will take place in the week commencing 5<sup>th</sup> December 2022.

## **How to apply:**

Application packs can be downloaded from our website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to [Samantha.lish@hermitageacademy.co.uk](mailto:Samantha.lish@hermitageacademy.co.uk) or by post to Samantha Lish, Support Services Manager. Please do not submit a CV unless it is to complement your application form.

### Job description

<b>Post title:</b>	<b>Cover Supervisor/Sports Assistant</b>
<b>Responsible to:</b>	<b>Assistant Headteacher / Head of PE</b>
<b>Responsible for:</b>	<b>Supervision of students and involvement in the extracurricular life of the school</b>
<b>Salary Band:</b>	<b>Grade 3 SCP7-SCP11</b>

### Job Purpose:

To be responsible for the efficient and effective supervision of students across different age groups and ability levels within the North East Learning Trust in a variety of settings as requested by teachers.

To supervise and manage enrichment and co-curricular activities in sport under the direction of the Head of Physical Education.

You will develop positive working relationships with students, teaching staff, other professionals and parents/carers, as well as promoting positive pupil behaviour and conduct at all times and working within the Academy's policies, procedures and ethos

### Duties and Responsibilities:

- To supervise and manage enrichment and co-curricular activities in sport under the direction of the Head of Physical Education.
- To supervise students in the teacher's absence and communicate the work set by the class teacher to the students
- To work alongside the students keeping them on task, discussing work with them offering any support and advice.
- To manage student's behaviour whilst supervising, feedback any information from the lesson to the teacher regarding behaviour and any other important issues.
- To support the work of the SENCo and students with special educational needs as directed by the SENCo.
- To accompany staff on educational visits.
- To provide classroom support activities.
- To supervise homework after school club as required.
- To support/supervise lunchtime clubs as required.
- To act as an exam invigilator as and when required.
- To undertake school detention as and when required.
- To supervise students during break and lunchtimes as and when required

### General

- You will attend any training courses relevant to the post, ensuring continual personal and professional development
- You will present yourself as a role model to pupils in speech, dress, behaviour and attitude
- You will be expected to maintain complete confidentiality of all information, data and material to which you have access to.

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**

### Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust



and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

### **Safeguarding**

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

## Person specification

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> <li>• 5 GCSE Grade A* to C including English and mathematics (or grade 4)</li> <li>• Relevant experience of working within an educational environment</li> <li>• Relevant qualifications and experience in running sporting enrichment activities</li> <li>• A good understanding of team sports and games such as Football, Netball, Rugby, Cricket etc</li> <li>• The ability to coach and officiate across a range of sports and activities.</li> <li>• A good understanding of the basic Principles of Physical Training, Fitness and Health</li> </ul>	<ul style="list-style-type: none"> <li>• Hold Level 1 Qualifications or higher across a range of sports</li> <li>• Hold an Officiating Qualification in one or more sports to manage competitions, games, league or tournaments.</li> <li>• Experience of invigilating examinations</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a secondary school environment</li> <li>• Knowledge of behaviour management</li> <li>• Knowledge of Health &amp; Safety regulations</li> </ul>
Aptitude and skills	<ul style="list-style-type: none"> <li>• The capability to be flexible and adaptive to individuals and groups needs in a teaching and coaching capacity when performing.</li> <li>• Ability to establish good working relationships</li> <li>• Good communication skills, both oral and written</li> <li>• Ability to relate well to people of varying backgrounds in different situations and to promote their educational progress</li> <li>• Ability to undertake group work and one to one work with young people.</li> <li>• Knowledge of current issues and practices relating to work with young people</li> <li>• Computer literate with a working knowledge of ICT</li> <li>• Ability to use own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Passionate and interested in all aspects of Sport</li> <li>• Can lead and inspire individuals and teams to be resilient and hardworking when working competitively</li> <li>• Awareness of Health and Safety standards, regulations and management systems</li> </ul>
Personal	<ul style="list-style-type: none"> <li>• Demonstrate integrity</li> <li>• Self-motivated</li> <li>• Flexible and adaptable approach to the working environment</li> </ul>	

### **References:**

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

### **DBS:**

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

### **Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

### **Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.