



THE NORTON  
KNATCHBULL  
SCHOOL

# JOB DESCRIPTION

## STUDY SUPPORT SUPERVISOR WITH PE SPECIALISM (Level 3 TA Apprenticeship)

**Job Title:** Study Support Supervisor Apprentice with PE Specialism  
(Level 3 Apprenticeship)

**Training/Qualifications:** Level 3 Teaching Assistant with a Sports Coach qualification

**Salary:** Apprenticeship salary

**Responsible to:** HR Officer and Careers & Enterprise Lead

**Contractual Hours:** 35 hours per week, term time only (38 weeks)

### PURPOSE OF JOB:

- To supervise whole classes and give instructions for a lesson as provided for by a teacher.
- Promote good behaviour of students and make sure that pupils engage in the learning activity.
- Respond to students' general questions and provide feedback to the teacher.
- Establish rapport and respectful, trusting relationships with students, setting high expectations.
- To provide high quality cover for PE lessons, teaching lessons as outlined by absent teachers.
- Adapting lessons and providing support and intervention to support students' progress and development.
- To provide high quality sports coaching during and after school to help improve competitive sports provision.

### PERSON SPECIFICATION:

- Dynamic, professional, positive and resilient.
- High expectations of both colleagues and students.
- Capacity and motivation for sustained hard work.
- Strong organisational and interpersonal skills.
- Self-motivated and can act independently on own initiative.
- Passionate commitment to equality of opportunity for all students.
- Works with professionalism and consistently performs to the best of their ability as directed.
- Has a firm commitment to Continued Professional Development.
- Understanding of and commitment to safeguarding all students.

- Has a desire for pursuing a career in education seeking to support pupils in a range of subjects, whilst specialising in Physical Education.

**You will have:**

- A minimum of 5 GCSEs Grade 4-9 (A\* - C) or equivalent including Maths and English

**Additional Information specific to the role:**

- This role requires flexibility, and you may be asked to support after school events.
- Some teaching will be outdoors, and some may be at alternative venues.

**DIMENSIONS:**

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The post holder may be required to deal with a range of stakeholders both internal and external and carry out any duties as required by the Head teacher and Governing Body.

**PRINCIPAL ACCOUNTABILITIES:**

- Supervise pupils engaged in learning activities to ensure the learning objectives set by the teacher are achieved.
- Ensuring inclusion and acceptance of all pupils within the classroom in order to promote equal opportunities.
- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- Keep appropriate records, as agreed with the teacher, to enable accurate feedback to the teacher.
- Use of ICT and other equipment to enable students to achieve the objectives set by the teacher.
- Maintain a safe learning environment for students including an understanding of school policies related to child protection, equal opportunities, health & safety, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Work with professionalism and consistently perform to the best of their ability as directed.
- A firm commitment to Continued Professional Development.
- Understanding of and commitment to safeguarding all students.
- Providing First Aid to students in the absence of the Principal First Aider.

In Physical Education

- Provide knowledge and experience to advise and guide pupils in their learning and promote students' progress.
- Provide student interventions by offering feedback and suggesting methods/strategies for students to use to improve their skills.

**SCOPE FOR IMPACT:**

- The students should feel well supported in the case of teacher absence and feel able to make progress, hence minimising the impact of the absence.

**JOB CONTEXT:****Supervise**

- Lessons, individuals, and small groups of students.

**Provide Services**

- To students, teachers, middle leaders and SLT.

**SAFEGUARDING**

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

**CONFIDENTIALITY**

All employees must maintain strict confidentiality regarding sensitive and confidential student and staff information.

**HEALTH AND SAFETY**

All employees must take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health & Safety Policy. Health & Safety training to be provided.

Agreed By: \_\_\_\_\_  
Job Title

Date: \_\_\_\_\_

Agreed By: \_\_\_\_\_  
Headteacher

Date: \_\_\_\_\_