



**North East
Learning Trust**

Cover Supervisor/Sport Assistant
Rye Hills Academy
Applicant information pack

Cover Supervisor/Sports Assistant

Permanent

Required as soon as possible

37 hours per week

Grade 3 SCP 7 – SCP 11 £24,294 - £25,979 per annum FTE

Actual Salary £21,533 - £23,026 per annum

Term Time plus five additional days

Rye Hills Academy is part of the North East Learning Trust and we are seeking to appoint a highly motivated Cover Supervisor/Sports Assistant to join our dedicated and friendly team.

This appointment will be based at Rye Hills Academy where we have an exciting opportunity for you to join a school that has been on a journey of rapid improvement.

Rye Hills Academy is a mixed 11-16 comprehensive school with over 800 students from Redcar and the surrounding areas.

Our vision is simple and shared by all schools in the Trust, 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:

- National Terms and Conditions of Employment
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings including gym discount and range of discounts from top retail brands
- A comprehensive Employee Assistance Programme providing free confidential advice and a counselling service 24/7 365 days per year

The successful candidate will:

- Have experience of managing Management Information Systems, IT, Data and Administrative software.
- Have excellent IT skills.
- Be proactive and self-motivated.
- Have a flexible approach to work

Deadline: Friday 16th February 2024

Interviews taking place week commencing 19th February 2024.

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 Claire.thornton@ryehillsacademy.co.uk or by post to Claire Thornton, Support Services Manager, Rye Hills Academy, Redcar Lane, Redcar, TS10 2HN. Please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.

Job description

Post title: Sports Assistant/Cover Supervisor
Responsible to: Cover Manager
Responsible for: Supervision of Students
Salary Band: Grade 3, SCP 3 - 11

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

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

Cover Supervisor/Sports Assistant

	Essential	Desirable
Education/training	<ul style="list-style-type: none"> • 5 GCSE Grade A* to C including English and mathematics (or grade 4) • Relevant experience of working within an educational environment • Relevant qualifications and experience in running sporting enrichment activities 	<ul style="list-style-type: none"> • Experience of Invigilating examinations
Experience	<ul style="list-style-type: none"> • Experience of working with young people 	<ul style="list-style-type: none"> • Experience of working in a secondary school environment • Knowledge of behaviour management Knowledge of Health & Safety regulations
Aptitude and skills	<ul style="list-style-type: none"> • Ability to establish good working relationships • Good communication skills, both oral and written • Ability to relate well to people of varying backgrounds in different situations and to promote their educational progress Ability to undertake group work and one to one work with young people. Knowledge of current issues and practices relating to work with young people • Computer literate with a working knowledge of ICT • Ability to use own initiative 	<ul style="list-style-type: none"> • Awareness of Health and Safety standards, regulations and management systems • A good understanding of team sports and games such as Football, Netball, Rugby, Cricket etc • An understanding of the basic Principles of Physical Training, Fitness and Health Ability to lead and inspire individuals and teams to be resilient and hardworking when working competitively
Personal qualities	<ul style="list-style-type: none"> • Demonstrate integrity • Self-motivated • Flexible and adaptable approach to the working environment 	



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 checks are 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.

