



Grange Farm Primary School

Job Description

Coventry LA Directorate:	Children, Learning and Young People
Job Title:	Cover Supervisor – PE Specialist.
Grade / Pay Scale:	Grade 5 (£24,816 – £29,880, dependent upon experience. This is the actual salary and reflects the term time only nature of the post.
Line Manager:	Deputy Headteacher

Grange Farm Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Purpose:

Under the direction of the Headteacher, to deliver high quality PE and School Sport provision within and beyond the Curriculum, to the School.

In conjunction with the Headteacher and the PE Co-ordinator, to be responsible for planning, delivery and monitoring a co-ordinated programme of activities, to include games, dance, gymnastics, athletics and outdoor adventurous activities.

To manage, organise and prepare resources for planned learning.

Duties and Responsibilities

Under the direction and supervision of the Senior Leadership Team:

- To support the senior leadership team and pastoral care team with behaviour management.
- To be involved in the strategic planning and implementation of the Sports Premium, alongside the PE Co-ordinator.
- To deliver the Key Stage 1 and Key Stage 2 physical education programme.
- To cover teacher development time.
- To broaden the range of sports and activities on offer to children.
- To provide high-quality, and coaching and physical activity programmes to support the delivery of high-quality sports days and festivals of intra-school and inter-school sport.

- To ensure that positive measures are implemented to encourage the participation of disadvantaged groups of individuals to deliver physical activity programmes for targeted groups of children within and beyond the curriculum e.g. poor attenders, children with low self-esteem.
- To attend relevant training courses to facilitate continued professional development and to use this knowledge to contribute to improving the quality of delivery.
- Contribute and participate in in-service training and staff meetings, as appropriate.
- To lead the delivery of after-school clubs and to significantly increase the number of young people involved in after school clubs.
- To conduct risk assessments at venues as and when required.
- To attend internal and external meetings as and when required.
- To order, store and prepare team kits for inter-school sports events and to monitor, replenish and store PE equipment.
- To co-ordinate parental approval, transport (formal or otherwise) and communication with parents when children are involved in out of school events.
- To co-ordinate with leadership staff and deliver the school's annual sports days.
- To be responsible for maintaining order, discipline and safety in all lessons.
- Ensure, as far as is reasonable, the provisions of a safe, secure and healthy environment for children.
- Foster links between home and school and maintain good communication with parents.
- Maintain simple records, as directed, and contribute to the periodic assessment of children. To contribute to the end of year written reports.
- To be involved in the strategic planning and implementation of the Sports Premium.
- Where covering classes, liaise with teachers regarding lessons to be taught.
 - To arrange and manage fixtures for school teams (Any work carried out of contractual hours will be paid as overtime).
- Any other duties and responsibilities within the range of the salary grade.

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Miscellaneous

At the discretion of the Line Manager or Headteacher, the post holder will be required from time to time to carry out other duties not specifically mentioned herein which are in accordance with the general level of the post. In addition, the duties of the post may be varied to meet changing circumstances of the school.

Health and Safety

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars.

Safeguarding

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately.

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Equal Opportunities

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Data Protection

Duties which include processing of any personal data must be undertaken within the school and local authority's data protection guidelines.

Last reviewed November 2025.