



GREENSHAW
LEARNING TRUST



Community College



**PE Technician &
Cover Supervisor
Recruitment Pack**

**ALWAYS
LEARNING**

Introduction

Dear Candidate

Thank you for your interest in the post of PE Technician & Cover Supervisor at Stoke Damerel Community College.

Stoke Damerel Community College is a proud member of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

Stoke Damerel Community College is a successful, oversubscribed, and inclusive college at the heart of the local community. We are a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information – Email info@sdcc.net or telephone 01752 556065. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.



Miss A Frier
Principal

Greenshaw Learning Trust – About us

The Greenshaw Learning Trust is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local governing body, who have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,150 people and educates over 14,000 students. We have approval to open a new secondary school and secondary special school in South London and we are planning to grow further over the coming months and years.

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Terms and Conditions

Line Managed by: Subject Leader PE & Cover Coordinator

Contracts: Permanent

Salary: Salary calculated in line with NJC Grade D
Pay scale, Points 8 - 14
Plymouth £20,493 - £23,080 FTE, per annum
Actual Salary £18,028 - £20,303 per annum

Hours of Work: 37 hours per week x 40 weeks per year

The role is 37 hours per week and includes a 7.45am start (pre-school activities), and 1 break duty per day. 40 weeks per year (39 weeks per year + 1 week equivalent to allow for flexible working during the school week e.g., fixtures, Duke of Edinburgh expeditions evening / weekend, visits, trips and out of College activities as required). Additional hours available for holiday clubs (optional)

Medical Examination: The appointment is subject to a satisfactory medical report.

Superannuation: Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org/>

Holiday Entitlement: This is a term time only appointment therefore your annual leave entitlement is paid within your annual salary.

Probationary Period: New employees are required to complete a six-month probationary period.

Disclosure & Barring Service Check: This appointment is subject to the receipt of a satisfactory Disclosure and Barring Service check.

General: Conditions of service, including provision for holiday allowances, holiday pay, sick leave and sick pay allowances, will be in accordance with the award of the National Joint Council for Local Authorities, 'Administrative Professional, Technical and Clerical Services.

Place of Work: Based in Stoke Damerel Community College

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer Contributions to Local Government Pension scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye care voucher scheme
- Childcare voucher scheme
- Car benefit scheme
- My Health discounts

Job Description and Key purpose of the role

Job Purpose:

To provide administrative support to the Subject Leader and post holders in the PE department. To provide cover across the college.

Main duties and responsibilities

The following outlines the duties required for the time being for this post. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level or responsibility required.

PE Technician

To provide administrative support to the Subject Leader and post holders in the PE department.

- To support the Subject Leader with the department budgets. Carry out audits/stock take for equipment and stationery, place orders to suppliers as and where needed
- To ensure that all equipment is fit for purpose and complies to health and safety requirements.
- To supervise and cover PE lessons in the absence of a teaching colleague within the department
- To assist students' learning by assisting in the preparation and production of resource materials
- To support in the organisation of and participate in delivering extracurricular activities

- Support with the promotion of the work of the department including supporting performances, displays and other events e.g., technically assisting performance exams
- To drive the minibus to support both the PE department and outdoor education activities.
- To participate in a programme of staff development & department meetings
- To assist with maintaining standards of the learning environment including kit
- To ensure the security and availability of equipment and resources
- To contribute to the breakfast club PE programme each day

Cover Supervisor

- Cover classes for absent staff across the college as required
- Follow the lesson structure as per the rest of the college
- Support students during lessons to complete tasks set
- Follow college policies for behaviour management and supervision of students
- To provide break supervision each day (1 break per day)
- Be aware of student problems / progress / achievements and report to the teacher as agreed.
- Undertake student registration as required

Trust Standards

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's policies and procedures.
- Participate in CPD as required.
- Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the Trust's equalities policy and relevant legislation

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: In their application, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> ● Strong academic record, including English and Maths at Grade C, 4/5 or equivalent ● Experience of working with/supervising students including knowledge of behavioural and learning difficulties ● 	<ul style="list-style-type: none"> ● Experience of working in a similar role ● Relevant teaching qualification - PGCE/QTS ● Relevant qualification in supporting people e.g. NVQ ● Experience of working in the sports and health sector ● A clean driving licence.
Criteria	Essential	Desirable
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> ● Practical knowledge of equipment, including IT equipment where appropriate, to support learning. ● Ability to initiate, develop and maintain good working relationships with teachers, students, parents and staff ● Ability to work in a team and as an individual ● Good verbal and written communication skills with the ability to clarify and explain instructions ● A genuine interest in sport and a desire to work in the sports industry. ● Ability to work on own initiative, organise work, prioritise tasks and manage time effectively ● Relevant knowledge of first aid and health and safety procedures ● Ability to be flexible and committed to working evenings and weekends 	<ul style="list-style-type: none"> ● Ability to implement or develop strategies to engage students across the ability range ● Knowledge of a range of strategies to establish a purposeful learning environment and to promote good behaviour ● Good understanding of key SEN issues e.g. code of practice, disability rights ● Ability to travel to other sites on occasion

	<ul style="list-style-type: none">● Resilience, tact, and diplomacy, even when under pressure● Punctual, reliable, and trustworthy● Be personable and set a good example to colleagues and pupils● Ability to maintain confidentiality at all times● A passion and commitment for working with young people● Ability to promote and support the inclusion of all students in the learning activities in which they are involved● Commitment to participate in development and training opportunities● Ability to be flexible and supportive to colleagues● Resilience, tact and diplomacy, even when under pressure● Be personable and set a good example to colleagues and students● A commitment to the Trusts safeguarding and equal opportunity policies.	
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The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website <https://www.greenshawlearningtrust.co.uk/join-us/staff>

The recruitment process is managed via your online account, and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **9am on Friday 29th October 2021**. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisted applicants will be invited by telephone or email to attend a formal interview process. Please make sure you have clearly indicated day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

The interview date is to be confirmed. Applicants may be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up post as soon as possible.

6. Additional information

For further information, please contact HR at Stoke Damerel Community College via email: hr@sdcc.net

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.