

## **HUTTON CHURCH OF ENGLAND GRAMMAR SCHOOL**

### **JOB DESCRIPTION**

**Post:** PE Coach / Cover Supervisor

**Salary Range:** Unqualified Pay Scale

**Responsible to:** Subject Leader / Head Teacher

"In your relationships with one another, have the same mindset as Christ Jesus..." Philippians 2:5–11

At Hutton Church of England Grammar School and Sixth Form, our Christian ethos is at the heart of everything we do. We particularly value Koinonia — a spirit of community, fellowship, and shared life — and we strive to follow Christ's example of humility, service, and love.

### **About the School**

Hutton Church of England Grammar School is a popular, Voluntary Aided comprehensive school situated near Preston. The school admits boys only in Year 7 and there are 689 on roll in Years 7-11. Both boys and girls are admitted to the Sixth Form where there are approximately 134 students on roll. The school has an excellent reputation and is over-subscribed in most year groups. The school was judged to be Outstanding at the last SIAMS inspection in February 2018 and Good by Ofsted in May 2022.

Further details about the school can be found on our website [www.huttongrammar.org](http://www.huttongrammar.org)

### **General Responsibilities**

The post holder will be subject to the provisions of the School Teachers' Pay and Conditions document, and will be expected to carry out the following core duties and responsibilities:

- Plan and prepare courses and lessons according to the department scheme of work and National Curriculum requirements.
- Set and mark any class work and homework carried out by students according to department and whole school policies.
- Keep up to date with subject and professional developments through reading, discussion with colleagues and attendance at training courses.
- Support the Subject Leader by contributing to the development of the department and achievement of its aims and objectives, including contributing to the development and implementation of the department curriculum, schemes of work and improvement plan
- Keep records of student progress and use them to complete reports and assessments in accordance with school policy. These records may also be used for tracking and intervention purposes in line with department and school policies.
- Report on student progress to parents at Parents' Evenings and other times as necessary.
- Attend and participate in department and full staff meetings and CPD.
- Maintain order and discipline in the classroom, reporting any difficulties to the Subject Leader or appropriate member of staff with specialist responsibilities.
- Promote and support the academic progress of all students in assigned classes.
- Ensure that students in assigned classes have access to appropriate learning materials and resources and advise them regarding use of these materials.

- Provide cover for absent staff by delivering pre-planned lessons/cover work
- Safeguard the health and safety of students in their care.
- Provide a classroom environment that encourages a positive attitude to work and to others.
- Promote the general safety and personal well-being of all students in line with school policies, particularly with regard to Safeguarding and Child Protection
- Support and deliver aspects of Personal Development and Collective Worship as appropriate, providing guidance to individuals or groups of students as required.
- Support the pastoral and personal development and well-being of students by fulfilling the role of form tutor.
- Contribute to the extra-curricular life of the school through sports coaching, including work with school rugby teams.
- Work within school policies, supporting the aims and values of the school.
- Follow the school's Code of Conduct for Safer Working Practices

The post holder will be subject to an enhanced DBS clearance as part of our commitment to safeguarding the well-being of our students