Job Title: PE teacher and learning mentor

Reports to: Assistant Headteacher

Purpose:

* + - To teach P.E. to children of mixed ability in all year groups
    - To encourage all children to become enthusiastic about P. E. and to reach their full potential.
    - To act as a mentor for children who need to develop teamwork, self awareness and self discipline
    - To develop our afterschool club provision.

**JOB DESCRIPTION**

**Teaching**

1. Have excellent subject knowledge and be able to teach Physical Education within the National Curriculum Guidelines and promote, coordinate activities throughout the school year.
2. Plan and prepare lessons in advance in collaboration with colleagues
3. Record and report on the development, progress and attainment of children in P.E. including initiating meetings with parents to discuss attainment and progress in P.E.
4. Maintain a disciplined class whilst promoting the general wellbeing of children.
5. Organise PE / Sport workshops for staff and parents when appropriate.
6. Operate safely within the workplace and have clear understanding of Health and Safety regulations when delivering P.E. sessions
7. Write subject action plans, curriculum documents and policies in liaison with the SLT
8. Promote development within P.E. and identify and report any associated staff development requirements to the responsible manager

**After school activities**

1. Lead in the organisation of our thriving After School Club
2. To work closely with the Playworker/s, ensuring that they are effectively deployed and offer appropriate care and support to the children.
3. To ensure that the club is a safe environment for all and maintain resources to the required safety standards and renew, as necessary within the budgetary allowance.
4. Liaise with other schools and clubs to arrange fixtures.
5. Book sports facilities (swimming pools, fields, etc.) and carry out the necessary administration as required.
6. To ensure that safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively.
7. To plan and provide care and creative sporting opportunities in consultation with children.
8. To ensure that children’s individual needs are recognised and to engage them in establishing and maintaining boundaries for their behaviour according to the school’s Behaviour Policy.

**Mentoring**

1. Carry out lunch and playground duties as timetabled or when necessary.
2. Behave professionally at all times and maintain confidentiality of information.
3. Promote and safeguard the welfare of the children that fall under your responsibility or that you come into contact with.
4. To plan and deliver 1-2-1 mentoring/support sessions with identified students on a range of issues that may be hindering individual learning
5. To plan and deliver group sessions/workshops with identified students on a range of issues that may be hindering their learning
6. To provide in-class support for named students, for part of the working week, where and when required, in liaison with Assistant Headteacher (Inclusion)
7. To organise peer mentoring sessions.
8. Such other duties that the Head Teacher may reasonably and from time to time require.

**Person Specification**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| EDUCATION/  TRAINING/ PROFESSIONAL QUALIFICATIONS | * QTS * PE and Sports experience – teaching and practical * Willingness to attend training courses relevant to the position. * Ability to occasionally attend meetings/events outside of normal hours of work for this post | First Aid qualification |
| SKILLS & ABILITIES | * Ability to prioritise workloads * Ability to work on own initiative * Ability to inspire children of different abilities with an enthusiasm for learning * Good interpersonal and communication skills * Ability to motivate children and staff * Management and organisational skills * Good IT skills * Flexible * Good team player |  |
| KNOWLEDGE/  EXPERIENCE | * Knowledge of best practice for teaching and learning. * Up to date knowledge of current practice in the teaching of P.E. * Professional understanding of the educational needs of children * Knowledge and experience of working with children with SEN * Experience of working with children and providing high quality play opportunities that meet their developmental needs * Experience of managing behaviour in work with children. * Experience of working as part of a team |  |
| OTHER | * Enthusiasm for sport * Recognition of the diversity in cultures and nationalities within the school * Willingness to be involved in extracurricular activities * Ability to ensure the rights of children and adults are respected and promoted and discriminating behaviour or practices are challenged. |  |
| CONFIDENTIALITY | * Ability to receive and process confidential information appropriately * Ability to maintain confidentiality at all times |  |