



St George's Junior School

WEYBRIDGE

JOB DESCRIPTION FOR PART TIME TEACHER OF BOYS' GAMES

Job Purpose

Preferably to be a Qualified Teacher, to carry out professional duties and to have responsibility for an assigned group.

To be responsible for the day-to-day work and management of the class and the safety and welfare of the pupils, during on-site and off-site activities.

To promote the aims and objectives of the school and maintain its philosophy of education.

Hours

12.30 to 5.30 pm Monday to Friday (plus match commitments including weekend fixtures)

Key Sports

Rugby, Hockey and Cricket

Main duties and responsibilities

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To plan and prepare lessons in order to deliver the curriculum ensuring breadth and balance in all sports.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To ensure that all items of equipment relating to the designated sports are maintained in accordance with agreed procedures and stored in the designated areas when not in use.
- To communicate with parents with regard to arrangements relating to sporting fixtures.
- To conduct assessment as specified by the syllabus and scheme of work for all sports taught.

- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- To prepare reports for all pupils taught in good time to enable checking and circulation to published time scales.
- To plan and prepare all lessons and ensure that the most up to date version is stored on the shared area of the school network.
- To deliver the extra-curricular programme as agreed with your line manager.
- To ensure effective use of support staff within lessons, including gap teachers, teaching assistants and parent helpers.
- To participate in staff meetings as required.
- Contribute to the development and co-ordination of designated areas of the curriculum.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when required.
- To continue professional development, maintaining a portfolio of training undertaken.
- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To support the Headteacher in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.
- To attend Parents' Evening as required by the Department and attendance at Open Days as directed by the Pastoral Deputy Head.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Child Protection Officers or to the Headmaster (if different).