

**JOB DESCRIPTION FOR A TEACHER OF PE (FEMALE)**

**A Church of England, Mixed Voluntary Aided School**

**55, Kennington Oval, London, SE 11 5SR**

**Consultant Headteacher: Mrs Fiona E J Kite BA (Hons) PGCE NPQH**

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| **MPS/ Inner London Weighting**  *You will be required to carry out the duties of a Schoolteacher as set out*  *in the current Schoolteacher’s Pay and Conditions document*  ‘’Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge , keep their knowledge and skills as teachers up to date and are self-critical ;forge positive professional relationships and work with parents in the best interests of their pupils.’’ ( Teachers’ Standards)  **Job Purpose :**   1. To ensure that the aims of the school are put into practice and that high standards of work and behaviour are maintained. 2. To teach subject(s) of the school curriculum in order to promote effective learning for all pupils 3. To contribute to the spiritual, moral, social and cultural development of all pupils in the school. 4. To undertake any additional responsibilities or duties as reasonably determined by the Consultant Headteacher. | |
| **A: As A Member of Staff**   1. Carry out the professional duties of a schoolteacher in line with the current published Teachers Standards 2. Carry out a share of supervisory duties in accordance with published rosters 3. Participate in appropriate meetings with colleagues and parents in relation to professional duties 4. Attend school assemblies 5. Implement Whole School Policies 6. Take responsibility for your own professional development and individual career plan, which will be supported by the School wherever possible. 7. To Safeguard the welfare of children and young people | Under the guidance and direction of and for accountability to the Headteacher, or Assistant Headteachers |
| **B: As A Member of a Department**   1. Plan and prepare high quality courses of study, teaching materials and lessons for all Key Stages 2. Teach the pupils assigned to him/her, including the setting marking and assessing of work to be carried out by pupils in school or elsewhere 3. Maintain good order and discipline among pupils. Safeguard pupils’ health and safety, both in school and in authorised school activities elsewhere. 4. Register the attendance of pupils at each lesson 5. Be responsible for his/her teaching room with regard to health and safety , good order, appearance and display 6. To write reports and profiles as required 7. Communicate with parents re pupils’ progress 8. Participate in meetings relating to the curriculum, administration and organisation 9. Participate in arrangements for his /her training and professional development 10. Cover for absent colleagues in accordance with the Schoolteacher’s Pay and Conditions document 11. Participate in public and internal examination arrangements. 12. To supervise female students in the changing room | Under the guidance and direction of and for accountability to the Head of Department |
| **C: As A Member of a Year Team**   1. Keep an accurate and up to date form – register and to inform the Head of Year of any absences not covered 2. Comment on reports and summarise achievement not covered in academic reports, monitor academic achievement 3. Prepare initial drafts for references, testimonials and reports to outside agencies as required. 4. Insist on and monitor high standards of class and homework, behaviour, attendance, punctuality and uniform from members of form groups. 5. Use form tutor time well, ensuring pupils remain in their form rooms at these times. 6. Attend assemblies with the form group and supervise their arrival, behaviour and departure throughout. 7. Participate in parents’ evenings involving the form group and foster good home/school relationships. | Under the guidance and direction of and for accountability to the Head of Year |
| **D: Form Tutors**   1. To register the form group as directed 2. To carry out end of day checks ; to follow up lateness and absence 3. To stay with form groups throughout the registration period 4. To be involved in the daily pastoral care of the form group 5. To be responsible for monitoring correct uniform of pupils in the form group and following up offenders. 6. To attend assemblies with the form group and supervise their movement from form room to the Hall and in leaving the Hall after assembly. 7. To help to monitor , track and raise achievement in the form group 8. To be involved in year group activities 9. To liaise closely with the Year Leader 10. To complete the tutor comments on the reports of members of the Form Group 11. To check and initial homework diaries on a weekly basis. | Under the guidance and direction of and for accountability to the Head of Year |
| **Notes**   1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment 2. The Job Description allocates duties and responsibilities, but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities , the post-holder must use Directed Time in accordance with the School’s published Time budget Policy and have regard to the relevant sections of the Teachers’ Pay and Conditions of Service document 3. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. | |