

TEACHER OF PHYSICAL EDUCATION

**Job Description**

Any worries or uncertainties which affect your working life should be referred to your line manager or to the Principal

1. **Principal responsibilities**

Under the direction of the Principal, Director of Sport and Head of PE:-

* 1. To contribute to the teaching of the Physical Education to pupils 4-18, in accordance with the agreed timetable and agreed schemes of work and with due regard to Health and Safety regulations. You will also be expected to carry out Physical Education specific assessments, including report writing in line with school policy;
  2. To participate with the Director of Sport, Head of PE and other colleagues in the development of appropriate syllabuses, materials and schemes of work;
  3. To keep abreast of new trends and educational developments related to the subject which should be used to inform your teaching;
  4. To assist with the organisation of trips, residential and day, and weekend fixtures as directed by the Director of Sport and Head of PE and to participate in these;
  5. To promote the work of the Physical Education Department through displays of work within the Department and in other appropriate venues throughout the School and to liaise with the Communications Officer to ensure that news is disseminated digitally;
  6. To take on areas of departmental responsibility as requested by the Head of PE and/or the Director of Sport;
  7. To assist with the organisation, running and development of a very comprehensive extra-curricular programme. This includes; early morning, lunch time, after school activities and appropriate weekends;
  8. To be an appropriate Physical Education role model.

1. **Additional specific responsibilities**
   1. To assist with the supervision of facilities assigned to PE and Games, including the adherence to relevant Health and Safety regulations both on and off-site. In particular, to assist with road crossings for Junior School Physical Education lessons;
   2. To work closely with the Physical Education Department to ensure the smooth day to day running of the department;
   3. To keep the Director of Sport/Head of PE informed about pupils’ progress, departmental concerns, maintenance of facilities and request for equipment;
   4. To liaise with the Director of Sport/Head of PE to inform parents and other agencies as appropriate to discuss the subject or a pupil’s progress in that subject
   5. To attend regular departmental meetings;
   6. To be Form Tutor/Deputy of an assigned Form and to carry out related duties in accordance with the General Job Description for the position;
   7. To contribute to pupils’ Careers advice with reference to PE and associated opportunities.
2. **General Duties**
   1. Refer to Teacher’s Job description in the Staff handbook;
   2. To carry out a share of supervisory duties in accordance with published rosters;
   3. To participate in appropriate meetings with colleagues and parents relative to the above duties and to project the subject at Open evenings and Parents’ evenings.

**NOTES:**

* + 1. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out;
    2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually and it may be subject to modification or amendment at any time after consultation with the post holder;
    3. You are responsible for exercising care in relation to yourself and those who may be affected by your actions with regard to Health and Safety. Please read the fire notices and if the fire alarm sounds, follow these instructions or any instructions which may be given at that time. Smoking is prohibited.

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| QUALIFICATIONS | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT |
| A good honours degree in Physical Education | ✓ |  | Appropriate original certificates |
| A teaching qualification | ✓ |  | Appropriate original certificates |
| Higher degrees |  | ✓ | Appropriate original certificates |
| Membership of professional body relevant to subject |  | ✓ | Appropriate original certificates |
|  |  |  |  |
| EXPERIENCE |  |  |  |
| Experience of teaching Physical Education successfully up to and including A Level in a School/College. | ✓ |  | Application Form  Interviews  References |
| Experience of teaching examination PE |  | ✓ | Application Form  Interviews  References |
| Experience of working as a Form Tutor or similar pastoral role in a School or College | ✓ |  | Application Form  Interviews  References |
| County Honours or similar in one or more sports |  | ✓ | Questions asked during interviews |
| BASIC SKILLS, CHARACTERISTICS & COMPETENCIES | | | |
| Excellent subject knowledge and passion for subject(s) | ✓ |  | Teaching lesson  Opportunities at interviews to recount experience |
| Knowledge of current educational practice | ✓ |  | Questions asked during interviews |
| Excellent communication skills | ✓ |  | Interviews and teaching lesson |
| Advanced research skills |  | ✓ | Opportunities at interviews to recount experience and interview task |
| Awareness of Health and Safety procedures in a Physical Education | ✓ |  | Teaching lesson  Opportunities at interviews to recount experience |
| A willingness to undertake appropriate training to develop teaching skills and subject knowledge | ✓ |  | Opportunities at interviews to recount experience |
| Knowledge, understanding and competence in ICT and appropriate software packages | ✓ |  | Teaching lesson  Opportunities at interviews to recount experience and interview task |
| Behaviour management skills | ✓ |  | Teaching lesson  Opportunities at interviews to recount experience |
| Learning support skills |  | ✓ | Teaching lesson  Opportunities at interviews to recount experience |
| Good eye for attractive displays in order to make the Physical Education department a welcoming and inviting place |  | ✓ | Opportunities at interviews to recount experience or to give ideas for these |
| Awareness and understanding of safeguarding and welfare of children | ✓ |  | Questions at interview to test attitudes towards and knowledge of children’s safeguarding and welfare  Reference |
| A willingness to be involved in the wider life of the School | ✓ |  | Opportunities at interviews to recount experience or to give ideas for these |
| A willingness to be involved in Physical Education trips and extra curricular activities. These include early morning, lunch time, after school and weekends | ✓ |  | Opportunities at interviews to recount experience or to give ideas for these |
|  |  |  |  |
| PERSONAL QUALITIES |  |  |  |
| Sense of humour | ✓ |  | Opportunities at interview  Reference |
| Enthusiasm and energy | ✓ |  | Opportunities at interview  Reference |
| Self-motivation | ✓ |  | Opportunities at interview  Reference |
| Commitment | ✓ |  | Opportunities at interview  Reference |
| Patience and diplomacy | ✓ |  | Opportunities at interview  Reference |
| Flexibility, resilience and excellent organisational skills | ✓ |  | Opportunities at interview  Reference |
| Ability to seek and take advice | ✓ |  | Opportunities at interview  Reference |