



An ambitious school at the heart of the community

HEADTEACHER: Mr Emmanuel Botwe MA (Oxon)

Job Description for Graduate PE Instructor – Two Posts

Responsible to: Mr Dave Fitzsimmons, Head of PE

Working Time: 195 days / 1265 hours per year (Full time, or Part-time equivalent)

Pay: UNQ Teacher, Competitive

Contract length: Temporary until August 2019

Job Purpose:

- To communicate infectious enthusiasm for your subject and a passion for every student to fulfil their potential whatever their starting point and level of ability.
- To fulfil the expectations of the role as part of a Subject team and as a Form Tutor as part of a Year team.
- To monitor and support the overall progress and development of students as an instructor and as a Form Tutor including the personal development dimension.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student progress and attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Principal Responsibilities

Teaching & Learning:

- To deliver pre-planned lessons/sessions to students according to their individual educational needs, including the setting and marking of differentiated work to be carried out by the student(s). To also set cover work in the event of planned or unplanned absence.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- Use the outcomes of such monitoring to set individual targets for improvement.
- To provide, or contribute to, oral and written assessments, snapshot reports and references relating to individual students and groups of students.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and independent study.
- To undertake assessment of students, underpinned by the principles and practice of AfL and as requested by external examination bodies, faculty and school procedures.

Operational / Strategic planning & Quality Assurance:

Manchester Road, Macclesfield, Cheshire SK10 2EE
Tel: 01625 610220 www.tytheringtonschool.co.uk email: info@tytheringtonschool.co.uk



- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.
- To contribute to the Curriculum Area/Department's development plan and implementation and share best practice.
- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the subject area in line with school procedures.

Staff Development, Recruitment & Wellbeing:

- To take part in the school's CPD programme.
- To continue personal development including subject knowledge and teaching methods
- To engage actively in the school's appraisal process.

Communications:

- To communicate effectively with the parents of students as appropriate and attend Parents/Open Evenings.
- Where appropriate, to communicate and co-operate with bodies outside the school
- To follow agreed policies for communications in the school, adhering to the GDPR.
- To contribute to the development of effective subject links with external agencies.

Care Guidance and Support:

- To follow the school's policy in respect of safeguarding and child protection and ensure the Health and Safety of students.
- To promote the general progress and well-being of individual students and of the Tutor Group.
- To liaise with the relevant Head of Year to ensure implementation of the school's behaviour policy to ensure high standards of behaviour, attendance and appearance and apply the policy in lessons so that effective learning can take place.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate with the parents of students concerned with the welfare of individual students, after consultation with the appropriate staff.

General Duties:

- To play a full part in the life of the school community by supporting its distinctive aims and values and to encourage students to follow this example.
- You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

Department Specific

- To assist in the teaching of pupils according to their educational needs and abilities in line with the department's schemes of work for KS3, which foster positive communication skills and encourage and develop an interest in sport.
- To attend departmental meetings.
- To cover work provided for classes when members of the department are absent.
- To assist in the storage and maintenance of equipment, as appropriate.
- To protect the safety of pupils and staff in accordance with the school's Health and Safety Policy in liaison with the Head of Department.

- To realise the responsibility for Health and Safety problems/risk assessment and the oversight of the safety of all students when being taught and making students themselves aware of safety.
- To ensure that pupils wear appropriate, regulation clothing and are aware of safety rules within the department and especially those relating to Physical Education.
- To hold a First Aid Certificate and ensure First Aid could be administered in case of an accident during any activity undertaken by the PE department.
- To participate in activities and events associated with the subject e.g. exhibitions, visits, clubs, societies etc. and accompanying pupils to internal and external matches and competitions, as appropriate in accordance with the school's Trip Policy.
- To encourage students to develop a sense of team spirit with emphasis on cooperation and commitment to teams, one another and the school.
- To participate in Sports Days, House Matches, departmental events, and any other appropriate event(s).
- To liaise with form staff and the Head of PE, as appropriate, to ensure that the progress of each student in PE is monitored.
- To use IT within the department to help with teaching and learning, as and when appropriate.
- To participate in the department's contribution to the extra-curricular activities in the school related to Physical Education (specifically at lunch time and after school and some weekends).

Notes:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

To apply:

- Please write a response to the following in no more than two sides of A4 using Arial 11 point sized font: Why is PE a fundamental part of the school curriculum?
- Please complete a Tytherington Teaching Application Form.
- Completed applications should be return to the HR and Payroll Manager by e-mail to hbrady@tytheringtonschool.co.uk

Closing date for applications is 5pm on Tuesday 22nd May 2018. There will be a one day interview process to be held on Friday 25th May. We will inform candidates of when this will be taking place.

May 2018

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