



KIRKBIE KENDAL SCHOOL

Job Description for KKS Teacher of PE

Subject to and within the terms of the **School Teachers' Pay and Conditions document**, a teacher at Kirkbie Kendal School is expected to meet the Teachers' Standards including responsibilities as follows:

JOB RESPONSIBILITIES

Teaching:

- To teach within one or more subject areas as required and, where reasonable and appropriate, to the whole 11-18 range.
- To plan and prepare lessons appropriate to the different abilities of students, including students with special educational needs, including gifted and talented.
- To assess and mark students' work in accordance with the school and department policies and National Curriculum requirements.
- To create an orderly atmosphere for learning within the classroom.
- To maintain a pleasant learning environment for students.

The Curriculum:

- To follow the subject scheme of work.
- To assist the subject teams in preparation of resources and the scheme of work.
- To prepare students for controlled assessment and coursework for moderation purposes, where appropriate.
- To use relevant technology where appropriate.
- To attend subject team meetings.
- To attend review days/evenings and subject evenings for parents as appropriate, within the school's time budget and taking consideration of the Workload agreement and Bureaucracy guidelines.
- To take part in the reporting arrangements to parents/carers.
- To contribute to the development and production of teaching materials/resources within subject areas as appropriate.
- To contribute to the department's extensive extra curriculum sports programme.

Pastoral Responsibilities:

- To be a tutor or attached tutor to a particular Year group.

- To attend Year team meetings.
- To attend review sessions/parents' evenings as published in the school calendar.
- To be responsible for registration.

General Responsibilities:

- To participate in the performance management arrangements within the school.
- To be aware of all policies and procedures relating to the school specifically in the school staff handbook.
- To attend briefings and staff meetings.
- To be aware of and observe relevant Health and Safety practices.
- To assist with detentions as appropriate.
- To undertake weekly duties as arranged.
- To attend all Training Days and twilight sessions throughout the year.
- To cover for absent colleagues according to agreed procedures.
- To undertake such other duties as may from time to time be reasonably assigned by the Headteacher.

SUPERVISION

A teacher and tutor will carry out the above responsibilities under the general supervision of the Head Teacher or his designate (which at KKS is usually the appropriate Head of Department and the appropriate Head of Year).

REVIEW

This will be reviewed annually.

SAFEGUARDING

Kirkbie Kendal School is committed to safeguarding and promoting the welfare of the students in its care. and requires all staff and volunteers to share in this commitment. The successful candidate will be subject to an enhanced DBS check.