

## Job Description – Teacher of Physical Education

**Job Title:** Teacher of PE  
**Responsible to:** The Head of Physical Education  
**Responsible for:** Teaching PE on a designated timetable from KS3-KS5  
**Overall Purpose of the job:** To play a key role in the delivery of the PE curriculum.

Particular duties	Main activities attributable to these duties
Teaching	<ul style="list-style-type: none"> <li>• <b>Teaching PE at KS3, GCSE, BTEC, AS and A2 levels</b></li> <li>• Ensure coverage of SoW with continuity and progression.</li> <li>• Ensure that your students are aware of the aims and objectives of the subject matter, and of the teaching and learning sequences</li> <li>• Be responsible for your own standards of work in PE. This will involve self-evaluation of your planning, preparation, teaching and assessment of work within an agreed departmental policy including the regular setting and marking of homework where appropriate.</li> <li>• To regularly assess using both formative and summative strategies</li> <li>• Establishing clear targets for your students in line with whole school policies</li> <li>• Ensure student discipline within your classes</li> <li>• Ensure there is an effective and stimulating environment for the teaching and learning of the subject in your classes and on the sports field</li> <li>• Ensuring that there is a safe working and learning environment in which risks are properly assessed</li> <li>• To undertake an appropriate teaching load of about 32, 70 minute lessons for fortnight (plus form time 4 days per week).</li> <li>• To help plan and deliver courses of study that are in keeping with the department's policies in terms of content and methodology.</li> <li>• ABOVE ALL teach so that your students enjoy the subject and can reach their <b>Potential</b></li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• To keep a professional portfolio up to date</li> <li>• To participate actively in professional development to meet both school and individual needs.</li> <li>• To keep up to date with recent curriculum developments in your subject area.</li> </ul>
Supervision	<ul style="list-style-type: none"> <li>• To cover for absent colleagues.</li> <li>• To invigilate as and when required during examinations.</li> </ul>
Special Needs	<ul style="list-style-type: none"> <li>• To be aware of information from and act on recommendations from the Learning Support Dept. regarding pupils whom you teach.</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>• Write quality subject reports for your students according to the school assessment timetable</li> <li>• Fulfill all administrative tasks to deadlines</li> </ul>
Resources	<ul style="list-style-type: none"> <li>• Assist the HoD PE in establishing staff and resource needs for the subject.</li> <li>• Monitor use of resources, ensuring that they are utilised effectively.</li> </ul>
Meetings	<ul style="list-style-type: none"> <li>• To attend meetings of the PE Department and wider faculty.</li> <li>• To attend whole school meetings.</li> <li>• To attend parent and other meetings.</li> </ul>
Examinations	<ul style="list-style-type: none"> <li>• To ensure that all deadlines are met regarding exam entries for pupils that you teach.</li> <li>• Carry out any practical examinations or course work required for courses that you are teaching.</li> <li>• Help oversee the preparation and organization of internal examinations</li> <li>• Help in the organisation and administration of external examinations that are subject specific, e.g. coursework, moderation, exam entries and predicted grades</li> </ul>
Extra-curricular activities	<ul style="list-style-type: none"> <li>• To take an active part in the extra-curricular activities of the school for at least two afternoons a week.</li> <li>• To run sports teams throughout the year and organise fixtures</li> <li>• To occasionally visit BMIS and KA schools at weekends with the rest of the PE department and student teams</li> <li>• To take a key role in sporting events such as the swimming gala and sports days</li> </ul>
Pastoral	<ul style="list-style-type: none"> <li>• To be a form tutor and ensure coverage of the form tutor role description</li> <li>• To be willing to assist in boarding if required</li> </ul>