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| Role | Specialist Junior School PE Teacher & Coordinator |
| Accountable to: | Headteacher  Deputy Head |
| The following items are included in the professional duties which a school teacher may be required to perform under the reasonable direction of the Head. | |
|  | 1. Teaching  Having regard to the curriculum for the school:   1. planning and preparing courses and lessons; 2. teaching, according to their educational needs, the pupils assigned to her/him, including the setting and marking of work to be carried out by the pupils in school and elsewhere; 3. assessing, recording and reporting on the development, progress and attainment of pupils; 4. organising and participating in extra-curricular activities.     2. Other activities   1. promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her/him; 2. providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports; 3. making records of and reports on the personal and social needs of pupils; 4. communicating and consulting with the parents of pupils as directed by the   Head;   1. attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions; 2. communicating and co-operating with persons or bodies outside the school; 3. participating in meetings arranged for any of the purposes described above; 4. contributing, wherever appropriate, to the wider life of the school. 5. Leading a variety of extra-curricular PE clubs as part of the Junior School extra-curricular clubs programme 6. lead and organise a variety of extracurricular PE clubs, fixtures and tournaments in Cubitt Town and across Tower Hamlets schools 7. Working with the SLT to ensure children are given opportunities to represent the school both in the Borough and outside the Borough      1. Assessment and reports   Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.     1. Appraisal   Participating in arrangements made by the school for the appraisal of her/his performance and that of other teachers.     1. Further training and development   a. Reviewing from time to time her/his methods of teaching and programmes |

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|  | of work;  b. participating in arrangements for her/his further training and professional development as a teacher.  6. Educational methods  Advising and co-operating with the Head and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.     1. Discipline, health and safety   Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.     1. Staff meetings   Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.     1. Cover   Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them.    9. Extra-Curricular Clubs & events  a. Plan, organise and oversee all Extra-Curricular Clubs in conjunction with the Deputy Head of Junior School.     1. Public examinations   Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations in accordance with both internal and external regulations.     1. Management 2. Contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and initial teacher training; 3. co-ordinating and managing the work of other teachers; 4. taking such part as may be required of her/him in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.     12. Administration  a. Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the school and the ordering and allocation of equipment and materials.  b. taking responsibility for effectively organising and communicating all curriculum and extra-curricular events with staff, students and parents including fixtures, PE trips, interhouse events and tournaments    13. General Adhering to the policies of the school, as published in the Staff handbook and Notes of Guidance for Schools as amended from time to time, in particular policies relating to the safeguarding of children. |
| General requirements | All school staff are expected to:    Work towards and support the school vision and the current school objectives outlined in the School Development Plan.     1. Contribute to the school’s programme of extra-curricular activities. 2. Support and contribute to the school’s responsibility for safeguarding students. 3. Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors 4. Work within the Schools’ Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. 5. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. 6. Engage actively in the performance review process. 7. Adhere to policies 8. Undertake other reasonable duties related to the job purpose required from time to time. |
| Review and Amendment | This job description should be seen as enabling rather than restrictive and will be subject to regular review. |

Educational Attainment and Training

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| Good honours degree in the subject - First or upper second | Essential |
| Qualified teacher status/PGCE | Essential |
| Post graduate qualifications - Masters degree/ post graduate diplomas | Desirable |
| First Aid qualification or willingness to undertake training | Essential |
| Minibus (PSV) driving qualification or willingness to undertake training | Desirable |

Knowledge Base

Experience

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| Experience as a Specialist PE teacher from Reception -KS2 | Essential |
| Experience of organising or participating in extra-curricular activities. | Essential |
| Teaching experience in an independent Primary School | Desirable |
| Experience of planning and organising extra-curricular activities | Essential |
| Experience of planning and organising school trips and residential visits | Desirable |

Skills Required

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| Ability to lead and organise a variety of extracurricular PE clubs, fixtures and tournaments | Essential |
| Excellent written and oral communication skills: the ability to make points clearly and understand the views of others | Essential |
| Teamwork: the ability to work collaboratively with others | Essential |
| Self-management skills: the ability to plan time effectively and organise oneself well. | Essential |

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| Excellent professional knowledge and understanding |  |
| Ability to teach PE from Year 3 to Year 6 | Essential |
| Up to date with professional developments in the subjects and other aspects of education | Essential |
| Educational Attainment and Training | Essential |
| Excellent professional knowledge and understanding | Essential |

Attitude/approach

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| Ability to enthuse children and adults – Passion for the subject | Essential |
| Possess a positive attitude and approach to change and development | Essential |
| Flexible and firm with the ability to know when to be either | Essential |
| Enjoy rising to the challenges inherent in a school environment | Essential |
| Lifelong learner | Essential |

Personal Qualities

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| Good interpersonal skills | Essential |
| Suitability to work with children in accordance with the GDST’s Safeguarding Policy | Essential |
| Willingness to make a contribution to extra curricular activities | Essential |