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| Monks Orchard Primary School | **Monks Orchard Primary School**  **Job Description:**  **Teacher, PE Specialist (0.8 FTE) – Main/Upper Pay Scale** |

**JOB PURPOSE**

General:

* Teach classes of pupils, and ensure that planning preparation, recording, assessment and reporting meet their varying learning and social needs.
* Maintain the positive ethos and core values of the school, both inside and outside the classroom.
* Contribute to constructive team-building amongst teaching and non-teaching staff, parents and governors.
* Ensure that the current national conditions of employment are met.

Specific:

* Provide PPA cover for class teachers.
* Teach all aspects of the PE national curriculum to children across EYFS, Key Stage 1 and Key Stage 2.

**DUTIES**

General:

* Have a sound knowledge and understanding of the school’s aims, priorities and targets.
* Implement and uphold agreed school policies and guidelines.
* Support initiatives decided by the Head Teacher and other appropriate staff.
* Participate in meetings which relate to the school’s management, curriculum, administration or organisation.
* Communicate and co-operate with specialists from outside agencies.
* Lead, organise and direct support staff during lessons.
* Participate in the performance management system for the appraisal of own performance or that of other teachers.
* Foster a safe and caring environment for all pupils in school.
* Safeguard the pupil’s and your own safety when on school premises.
* Form positive working relationships with parents and carers.
* Contribute to good staff relationships.
* Attend and contribute to school staff meetings as appropriate.
* Take daily registration, ensuring absence or lateness is reported to the office.

Specific:

* Plan and prepare materials for planned PE and sport activities.
* Teach PE skills across the whole school.
* Develop cross-curricular and extra-curricular PE and sport across the school.
* Organise and support PE events, tournaments, sports days, etc. when required.
* Develop links with external PE and sport providers and community organisations.
* Plan activities to cater for a wide range of abilities.
* Participate in suitable staff development activities and to contribute to the development of others.
* Produce regular reports on individual children’s progress.
* Be involved in whole school and individual Professional Development through In-Service Training and CPD.

**PLANNING**

* Plan in partnership with class teachers and curriculum leaders.
* Use school agreed planning formats.
* Plan appropriately to meet the needs of all pupils, through differentiation of tasks to match needs.
* Keep accurate and up-to-date assessment records.
* Set clear targets, based on prior attainment, for pupils’ learning.
* Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
* Report to parents on the development, progress and attainment of pupils.
* Show an awareness of equal opportunities in all aspects of the day to day duties relating to staff and pupils and the school community.

**TEACHING AND LEARNING**

* Use appropriate teaching methods, in line with school policies.
* Have high expectations of behaviour and discipline in accordance with the school’s behaviour policy.
* Effectively deploy and manage support staff to meet pupil needs.
* Review, evaluate and set pupil targets.
* Provide a stimulating learning environment, where resources can be accessed appropriately by all pupils.

**Health and Safety Statement**

Employees Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees will work in accordance with policies, procedures, information, instructions and /or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Headteacher.

**Teacher, PE Specialist: Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** | Qualified teacher status | * Evidence of further relevant training and development * PE and Sport coaching qualifications * NPQML |
| **Experience, Knowledge, Understanding and Skills** | * Substantial class teaching experience across the primary age range. * Teaching PE and sport. * Supporting PE and sport events. * Working with children with a wide range of abilities and needs. * In depth understanding of the requirements of the National Curriculum. * Planning and delivering units of work to meet pupil needs. * Monitoring, assessment and recording of pupil progress and attainment. * Promoting the school’s aims and values. * Inspiring and motivating pupils. * Strong behaviour management skills. * Developing good working relationships within teams. * Contributing to whole school curriculum development. * Establishing and developing strong relationships with parents, governors and the community. * Communicating effectively (both orally and in writing) to a wide range of audiences. | * Teaching in inner or outer London primary schools. * Leading a curriculum area, preferably PE. * Planning and leading PE and sport events. * Leading work with parents, governors and the community. |
| **Personal Characteristics** | * Approachable * Committed * Empathetic * Enthusiastic * Organised * Patient * Resourceful * Hard working |  |