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| **Carden Primary School** **Job description form** |

##### School vision

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| **Together we aspire, learn, achieve and thrive** |

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| Employment details | |
| Job title: | Physical Education (PE) Specialist Teacher |
| Reports to (job title): | Head Teacher |
| Hours of work: | Full time |
| Level and scale point: |  |
| Main duties/responsibilities | |
| **General** | |
| Undertake all the duties of a qualified teacher as described in the School Teachers’ Pay and Conditions Document (STPCD). | |
| **Teaching and curriculum** | |
| Undertake teaching duties within a designated year group and curriculum area. | |
| Assist in whole school and year group lesson planning which meets the needs of all pupils. | |
| Work as part of the curriculum team. | |
| Monitor and assess pupils’ results and progress, ensuring appropriate records are kept, and use the data to inform targets, lesson plans and differentiated schemes of work. | |
| Develop teaching and assessment materials. | |
| Prepare pupils for internal and external assessments. | |
| Assist with the administration of internal and external assessments. | |
| Meet with parents to report on pupils’ progress and educational needs. | |
| Contribute to development planning, evaluation and quality improvement processes. | |
| **Physical education** | |
| Promote, develop and support the delivery of high quality PE teaching and learning within the school. | |
| Assist other staff to develop confidence and competence in teaching PE by acting as a mentor. | |
| Play a fundamental role in providing a broad and engaging PE curriculum. | |
| Use PE as a catalyst for whole school improvement. | |
| Review and update schemes of work in line with updates to the national curriculum. | |
| Support the delivery of school sports clubs aimed at the least active and most vulnerable children. | |
| Develop plans and opportunities for children to become more active and lead healthier lifestyles. | |
| Develop links with local schools to promote friendly contests. | |
| Work in partnership with school games organisers to plan and implement appropriate sport competitions. | |
| Develop talent pathways for exceptional children. | |
| Continue to develop and maintain links to both local and national bodies. | |
| Play a leading role in preparing children for competitions, transporting them to and from competitions, and coaching them during competitions. | |
| **Record keeping** | |
| Develop and use effective systems for planning, assessment and record keeping in PE. | |
| **Professional development** | |
| Undertake appropriate and agreed continued professional development. | |
| Participate in and where appropriate lead whole school and individual INSET programs. | |
| Share expertise, in particular PE expertise, with other members of staff. | |
| **Health and safety** | |
| Implement appropriate health and safety policies and procedures in order to ensure a safe, effective and child friendly environment in all lessons and activities. | |
| Actively seek out and implement best practice safety procedures. | |
| **Managing resources** | |
| Contribute to the effective deployment of support staff and resources. | |
| **Pastoral duties** | |
| Support the school’s pastoral system, within the year group and class, and with individual pupils. | |
| **Additional duties** | |
| Play a fundamental part in the life of the school community, supporting the ethos of the school, and encourage staff, parents and pupils to do likewise. | |