



St Joseph's Institution International Malaysia

JOB DESCRIPTION

Job Title:	Elementary School PE Teacher		
Reporting To:	Whole School Coordinator of PE and Sport		
Effective starting from:	August 2019	To:	August 2022

Primary Purpose:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for our learners.
- To encourage the development of the IB learner profile.
- To monitor and support the overall progress and development of our learners as required.
- To facilitate and encourage a learning experience which provides our learners with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and emotional wellbeing.
- To promote and encourage a healthy lifestyle for all learners and staff at the School.
- To organise PE / Sport workshops for staff and parents when appropriate.
- To engage with parents/carers and families to promote healthy physical lifestyles.

Teaching:

- To undertake a designated programme of teaching across all year groups as required.
- Teach consistently high quality lessons.
- Plan and deliver schemes of work and lessons that meet the requirements of the IPC/English National Curriculum.
- Be a role model for our learners, inspiring them to be actively interested in PE.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for the school assessment system.
- To complete the relevant documentation to assist in the tracking of our learners.
- Set expectations for staff and our learners in relation to standards of achievement and the quality of learning & teaching.
- Prioritize and manage time effectively, ensuring continued professional development in line with the role.
- To follow the school policies and procedures.
- To ensure the effective/efficient deployment of classroom support where appropriate.
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Work with colleagues to develop activities that link with the units of inquiry where possible.
- Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum area of PE.
- Promote PE learning through out of hours activities.
- Ensure a high quality and well resourced learning environment within the PE area

Assessment, Feedback and Tracking:

- To lead, monitor and evaluate the assessment and feedback to our learners in line with whole school and department policy.
- To follow department monitoring and tracking systems relating to our learners attainment, progress and achievement.
- Mark, grade and give written/verbal and diagnostic feedback as required.
- Undertake assessment of our learners as requested by external examination bodies, curriculum areas and school procedures.



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- Assess, record and report on the attendance, progress, development and attainment of our learners and to keep such records as are required.
- Complete the relevant documentation to assist in the tracking of our learners.
- To follow department policy regarding department tracking of student progress and use information to inform learning and teaching.

Staff Development:

- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- Participate in whole school CPD programmes.
- To take part in the staff development programme by participating in arrangements for further training and professional development.

Student Support and Progress:

- To be a Form Tutor to an assigned group of our learners if and when required.
- To evaluate and monitor the progress of our learners and keep up-to-date student records as may be required.
- To alert the appropriate staff to problems experienced by our learners.
- To communicate as appropriate, with the parents of our learners and with persons or bodies outside the school concerned with the welfare of individual our learners, after consultation with the appropriate staff.
- To contribute to PSHE and citizenship and enterprise according to school policy.
- To apply the Behaviour policy so that effective learning can take place.

Safeguarding:

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the
- Safeguarding and Safe Practices policy within the school.
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young
- persons.

Communication:

- To communicate effectively with the parents of our learners as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in activities such as Open Evenings, Parents' Evenings, Sports days etc.
- Book sports facilities (like swimming pools, fields, tennis courts) and carry out the necessary administration as required.

Personal Responsibilities:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to
- encourage staff and our learners to follow this example.
- To model and promote the learner profile in the school community.
- To actively promote school policies and procedures.
- To be responsible for own continued professional development.
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To undertake duties before the school day, at break, over the lunch period and after the school day on a
- rota basis.
- To attend meetings scheduled in the school calendar punctually.
- To set cover work during any leave of absence.
- To adhere to the School's Safeguarding Policy.



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Other:

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.