

Job Description for Teacher of PE - Maternity cover (Female)

Responsible to: Mr Dave Fitzsimmons (Head of PE)

Working Time: 195 days / 1265 hours per year (Full time, or Part-time equivalent0)

Pay: MPS. This position would suit an NQT.

Contract length: Temporary from February half term until 22nd July 2020

Job Purpose:

- To communicate infectious enthusiasm for your subject and a passion for every student to fulfil their potential whatever their starting point and level of ability.
- To fulfil the expectations of the Teacher Standards in the context of being a teacher as part of a Subject team and as a Form Tutor as part of a Year team.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a teacher and as a Form Tutor including the personal development dimension.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student progress and attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Principal Responsibilities

To meet all requirements of the Teacher Standards as exemplified by the responsibilities listed below:

Teaching & Learning:

- To plan, prepare and deliver lessons to students according to their individual educational needs, including the setting and marking of differentiated work to be carried out by the student in school and elsewhere. To also set cover work in the event of planned or unplanned absence.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- Use the outcomes of such monitoring to set individual targets for improvement.
- To provide, or contribute to, oral and written assessments, snapshot reports and references relating to individual students and groups of students.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and independent study.

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- To undertake assessment of students, underpinned by the principles and practice of AfL and as requested by external examination bodies, faculty and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Operational / Strategic planning & Quality Assurance:

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the subject area and faculty.
- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.
- To contribute to the Curriculum Area/Department's development plan and implementation and share best practice.
- To contribute to the whole school's planning activities.
- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the subject area in line with school procedures.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Curriculum Provision and Development:

- To assist the Head of Department to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
- To assist in the process of curriculum development and change to ensure continued relevance to the needs of students, examining//awarding bodies and our Aims and Strategic Objectives.

Staff Development, Recruitment & Wellbeing:

- To take part in the school's CPD programme.
- To continue personal development including subject knowledge and teaching methods
- To engage actively in the school's appraisal process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Communications:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with bodies outside the school
- To follow agreed policies for communications in the school.
- To contribute to the development of effective subject links with external agencies.

Care Guidance and Support:

- To follow the school's policy in respect of safeguarding and child protection and ensure the Health and Safety of students.
- To promote the general progress and well-being of individual students and of the Tutor Group.

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- To liaise with a Head of Year to ensure implementation of the school's behaviour policy to ensure high standards of behaviour, attendance and appearance and apply the policy in lessons so that effective learning can take place.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate with the parents of students concerned with the welfare of individual students, after consultation with the appropriate staff.

General Duties:

- To play a full part in the life of the school community by supporting its distinctive aims and values and to encourage students to follow this example.
- To promote actively the school's corporate policies and to comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

Notes:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Nov 2019

Signature: _____

Date: _____

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