



Saint Felix School **Job Description – TEACHER OF PE AND GIRLS' GAMES**

Please note that this non-contractual Job Description is not fully inclusive and tasks may change according to operational needs

Saint Felix School, Southwold has been providing educational excellence for over 120 years to children from Suffolk, Norfolk and further afield. Set in 75 glorious acres on the Suffolk coast, just minutes from the sea, this co-educational independent school caters for boarders and day pupils from the ages of 2 to 19 including international students from around the world.

There are approximately 300 pupils with roughly 80 in our three Boarding Houses.

Academic excellence is central to life at Saint Felix School and we encourage all pupils to aspire to the highest possible standards and to exceed their expectations. Our success is demonstrated by impressive examination results at GCSE and A Level. The vast majority of our leavers go on to Higher Education.

The school adopts a non-selective entry policy which seeks to provide an environment where all pupils will thrive academically. It emphasises continuity of education through to 16+. We believe in a holistic education that exposes pupils to a wide range of experiences and opportunities. We also aim to attract pupils from a diverse range of backgrounds.

We place great emphasis on the value of Sport, Music and the Arts for the teamwork, self-motivation and discipline they instil, and encourage pupils to explore their individual talents. Boarding is at the heart of the school and all full-time members of staff are expected to contribute to the wider life of the school through involvement in the tutoring system and in activities outside the classroom.

Role. We seek to appoint from September 2021 a dynamic and enthusiastic full-time Teacher of PE and Girls Games.

Your duties will include

- Supporting the PE Department in the delivery of curricular PE and Games lessons across Pre-Prep, Prep and Senior. The ideal candidate will have ability or potential to teach A Level, GCSE and OCR National PE in addition to PE and Games.
- Organise and coach sports teams in both Prep and Senior Departments
- Accompany teams to off-site fixtures
- Actively support the extra-curricular sporting programme
- Help to motivate and encourage our pupils to develop and reach their potential in sports

You will need to possess excellent communication skills, a high level of skill in either hockey, netball, cricket, athletics and have had experience of coaching in two or more of these areas.

Applications from NQTs or candidates with ASA Level 2 (minimum) in Coaching and Teaching or equivalent will be welcomed.

Teachers are responsible to the Head(s) of Department(s) in which they are teaching. They are also responsible to a range of other people in their pastoral and extra-curricular roles and in their other professional duties.

Line Management

Reports to: Director of Sport

Key Interfaces: Headmaster, Deputy Head

Terms and Conditions

Employment: Full-time

Training: You are expected to keep abreast of topical business relevant to the role and may apply for training courses as part of your CPD

Appraisals: The employee is expected to participate in an annual appraisal process

Medical: The employee is expected to take reasonable steps to maintain an adequate level of fitness and health throughout the period of employment.

Salary: Saint Felix School has its own pay scales

Duties and Responsibilities

- To deliver lessons effectively
- To plan, prepare and deliver high quality, engaging and differentiated lessons across the curriculum
- Take part in fixtures, both at home and away
- Ensure students uphold the values of the school, morally and in behaviours, when away from school.
- To set clear targets, building on prior attainment, and give regular feedback to pupils
- To support pupils with their studies
- To identify SEN or very able pupils, working with them during practical lessons
- To provide clear structures for lessons maintaining pace, motivation and challenge
- To mark the register, ensuring absences and lateness are accounted for, taking appropriate action when they are not
- To control and oversee the use and storage of books, stationery and other teaching materials
- To liaise effectively with parents
- To be a form tutor responsible for the pastoral care of the pupils in the group
- To maintain and manage a caring, supportive, purposeful and stimulating environment which is conducive to pupil's learning.
- To ensure PE equipment is maintained to a high standard
- To plan opportunities to develop spiritual, moral, social and cultural aspects of pupils' learning
- To enable pupils to develop and maintain positive attitudes towards learning
- To monitor and be responsible for the progress of individual students, including thorough marking, assessment, recording and reporting
- To promote high standards of behaviour and discipline among the pupils, safeguarding their health and safety
- To promote strong relationships with parents and carers, communicating with them about all aspects of their child's education – academic, social and emotional
- To attend Parents' Meetings and information evenings
- Contribute to the ethos and development of Saint Felix School
- Teach without discriminating or stereotyping
- Maintain the confidentiality of pupil information
- Act professionally and with integrity

General

- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact. You must be aware of and adhere to:
 - all school safeguarding related policies and regulatory requirements;
 - the Employee Handbook (Including the Staff Code of Conduct) and any other school policies relating to the role
- To operate at all times within the stated policies and practices of the school
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct
- To ensure any safety regulations are observed
- To contribute to the corporate life of the school through effective participation in meetings and management systems necessary to co-ordinate the management of the school
- Ensure the values of participation, partnership, sustainability, social responsibility, cost effectiveness, transparency and accountability are reflected in your work
- Undertake any other responsibilities as may reasonably be required from time to time

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Designated Safeguarding Lead.

This non-contractual job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years (as part of the appraisal process) and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification

Requirement	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • Good honours degree or equivalent • Teaching qualification • Qualified Teacher Status • ASA Level 2 (minimum) in Swim Teaching or equivalent 	<ul style="list-style-type: none"> • Evidence of further study beyond degree • Evidence of recent continuing professional development • Current RLSS NPLQ/NRASTAC 	<ul style="list-style-type: none"> • Application
Experience and skills	<ul style="list-style-type: none"> • Good experience of successfully teaching PE at all Key Stages • Experience of improving the teaching and learning of P.E. through well planned lessons, schemes of work and extra-curricular activities • Experience of running fixtures/tournaments/enrichment • A good understanding of swim training requirements 	<ul style="list-style-type: none"> • Experience of teaching in a similar setting • Extensive experience of the sports listed in the job description • Experience of a similarly academic environment • Experience of delivering GCSE PE AQA (new spec), OCR A level PE and OCR National Sport • Experience as a classroom teacher in a secondary setting • Experience of working in small teams 	<ul style="list-style-type: none"> • Application Interview
Skills, knowledge and attributes	<ul style="list-style-type: none"> • Inspirational teacher • Excellent subject knowledge • Ability to inspire, challenge and motivate others • Enthusiastic, innovative and creative teacher with a commitment to the extra-curricular life of the school • Committed to raising standards and monitoring pupil progress • Have outstanding professional and personal qualities • Caring, supportive and willing to adapt their teaching to suit the educational and pastoral needs of the pupils • Proficient with the use of ICT in the classroom • Show good planning skills • Excellent communication skills to enable effective dialogue with colleagues, staff, visitors and pupils • A proven record for meeting targets and deadlines • Ability to perform well and remain professional whilst under pressure • Tactful and discreet, whilst mindful of observing Safeguarding and professional 	<ul style="list-style-type: none"> • Up to date with current educational issues relating to the specialist subject area • Minibus license • Extensive and up to date coaching qualifications 	<ul style="list-style-type: none"> • Application Interview

	<p>standards</p> <ul style="list-style-type: none"> • Organised, reliable and stable • Well-developed problem-solving skills • Self-motivated and able to work alone without direction • Adaptable and flexible with working patterns when required • Committed to contributing towards the school community • Able to work independently with initiative but also as a flexible team member • Approachable, positive, flexible, adaptable • High standards of self and others • Energetic and enthusiastic • A good understanding of how to differentiate in a coaching session • Ability to assess participants ability in the swimming pool against course criteria objectively 		
Other	<ul style="list-style-type: none"> • There is an expectation that there will be occasional out of hours requirements to cover away matches and school events 		

Signed:

Date: