



Job Description

JOB DETAILS

Job Title: PE Teacher

Reports to: Headmistress

Location: Falcon's Pre-Preparatory School for Boys, Chiswick

RESPONSIBILITIES

- 1) To plan, prepare, and implement the agreed school curriculum to cater for the needs of all children within the school.
 - 2) To provide a warm, friendly and supportive atmosphere that is conducive to the social and emotional needs of the children within the school.
 - 3) To conduct lessons according to the agreed policy and syllabus.
 - 4) To observe and evaluate the progress of each child and to record this progress as defined by the school.
 - 5) To assess and evaluate pupil's progress using the school's agreed monitoring and assessment procedures.
 - 6) To set clear expectations for support staff and learners with regard to learning objectives and next steps for future progress in this regard.
 - 7) To provide pastoral support, ensuring each child is given the opportunity to reach their potential and be alert to any signs of emotional distress.
 - 8) To maintain discipline in accordance with school policies at all times and to encourage positive practise in relation to general behaviour and approach to school life.
 - 9) To maintain cordial and informative relationships with parents.
 - 10) To provide support for the children in a broad range of situations both on and off-site.
 - 11) To organise and participate in a programme of fixtures with other schools in all major sports and to ensure that these are appropriately staffed.
 - 12) To liaise with the coach company to ensure that transport is arranged for lessons, fixtures, events and trips.
 - 13) To liaise with the relevant facility manager as regards the hiring of grounds and venues for lessons, matches, events and trips.
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- 14) To keep abreast of new trends and educational developments related to the subject and to advise senior management accordingly.
- 15) To work as part of a team with the staff in the school.
- 16) To liaise with other teachers in the school to ensure continuity between classes and departments.
- 17) To produce an annual departmental plan in accordance with the School Development Plan.
- 18) To supervise the use and care of PE facilities on site, including the adherence to relevant health and safety regulations.
- 19) To ensure that all off-site facilities are used safely, to obtain health and safety guidance for these and to ensure that these are followed by staff and boys.

OTHER DUTIES

- 1) To attend all staff meetings, parent evenings (as appropriate), INSETs (internal and external as requested).
- 2) To participate in (and where appropriate contribute to) the general well-being of the staff and school so as to maintain and improve the performance of the school for the benefit of all concerned.
- 3) To support the pupils and school as a whole, by attending school productions, functions and any events as requested.
- 4) To keep abreast of all policies of the school and to be aware of problems with individual pupils so that communication between colleagues for their general well-being is consistent and thorough.
- 5) To prepare school reports, on each boy taught, at the end of the autumn and summer term. Prepare reports for educational psychologists, other schools and for any other body/organisation as requested by the Headmistress.
- 6) To share in the responsibility for covering colleagues in their absence.
- 7) To keep parents and pupils informed of all school notices and special events.
- 8) To comply with all legal requirements such as register of attendance and health and safety regulations.
- 9) To carry out tasks as delegated by the Headmistress or senior management team.
- 10) To attend professional development courses to further knowledge and expertise as and when appropriate.
- 11) The teacher shall devote the whole of their working time and attention to the affairs of the school and shall not undertake any extraneous activities which could in the opinion of the Headmistress, interfere with the efficient discharge of the teacher's duties at school.
- 12) To ensure that the departmental area in the website is reviewed and updated on a regular basis.
- 13) To produce departmental literature for the website, school magazine and assemblies.
- 14) To carry out a share of supervisory duties in accordance with published rotas.
- 15) Responsibility for promoting and safeguarding the welfare of children and young people for whom you are responsible, or with whom you come into contact in the school. It is your responsibility to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If at any time you identify any instance that a child or young person is at risk you must report your concerns immediately to the Designated Safeguarding Lead or the Head.

Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.

PERSON SPECIFICATION

Suitable candidates will:

- Be a fully qualified teacher.
- Be an excellent classroom practitioner who value children.
- Have high, though realistic expectations of the children.
- Have a thorough up-to-date knowledge of the curriculum.
- Be IT literate.
- Be committed to making a difference to all children of all abilities and talents, using a variety of teaching styles to aid learning.
- Be a committed, dynamic and pro-active teacher and a cheerful, friendly and co-operative member of the staff.
- Be supportive and positive in their interactions with team members and pupils.
- Maintain excellent levels of appearance, attendance and punctuality.
- Involve themselves fully in the life of the school.
- Value, and be willing to promote, the caring ethos of the school.
- Be committed to the role, display flexibility, resilience and excellent organisational skills.
- Have a good sense of humour.

SAFEGUARDING

Falcons Pre-Prep is committed to safeguarding and promoting the welfare of children and young people and as an employee of APG you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff within APG Schools and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

JOB DESCRIPTION AGREEMENT

Job Holders signature:

Date:

Manager's signature:

Date: