

Job Profile & Person Specification

PE TEACHER/HEAD OF PE

Full-time

Closing Date for Applications: **9.00 a.m. Monday, 13th December 2021**

Interviews to be held on **Friday, 17th December 2021**

Start Date: **Tuesday, 19th April 2022**



JOB PROFILE

CONTRACT TYPE:	Full time
CONTRACT TERM:	Permanent
SALARY SCALE:	St Michael's Main Scale

We are looking to recruit either a full-time Head of PE or a form teacher who would like to support the development of PE as an assistant/deputy to the Head of PE. St Michael's School has a strong track record of participation in a wide range of sporting activities locally, within the borough and on a national level through ISA and IAPS links. The future development of this is key and will come via the appointment of an individual who is passionate about sport and has the ability to inspire and encourage all children in their care regardless of their individual abilities. To be able to work collaboratively is important, whilst striving to raise the profile of sport and PE, and an understanding of the whole school's broad and balanced curriculum is essential.

PROFESSIONAL DUTIES

All members of staff have a responsibility for promoting and safeguarding the welfare of children. All members of staff are expected to uphold school policies.

The post holder is required to carry out the professional duties of a teacher as outlined in the national standards of teachers.

PURPOSE OF THE POST

- To fulfil the professional duties of a teacher (as outlined above).
- To support the School's Christian ethos and mission statement and contribute to the School's fulfilment of its stated aims.

SPECIFIC AREAS OF RESPONSIBILITY

Please note that this is not a formal job description, but the information is provided to give you an indication of the nature of the role.

The main employment duty attached to the post is to take responsibility for the leadership and management of PE/Sport:

- Ensuring that St Michael's School students have access to a high quality curricular and extra-curricular experience of sports
- To prepare and teach/coach PE to groups of children from Nursery to Year 6 (age 3-11), as well as Games to Years 3-6 (age 7-11)
- To assist with the supervision of children when changing for Games and during coach travel to and from Games lessons.



ST MICHAEL'S SCHOOL

CHURCH OF ENGLAND PREPARATORY SCHOOL

- To lead and prepare school teams for competitive fixtures and accompany teams at sporting fixtures against other schools
- To promote sporting fixtures with other schools and arrange regular fixtures
- To liaise with all PE staff about arrangements for weekly Games sessions
- To lead and supervise a range of after sports clubs.
- Coordination of all PE staff and the line management and quality control of visiting Games coaches.
- Lead the review, construction and resourcing of the curriculum by ensuring the subject is planned, implemented and reviewed within the framework of current national and school policies and that appropriate syllabuses and schemes of work are established, evaluated and developed.
- It is the post holders' responsibility to keep abreast of subject specific requirements and ensure they are adhered to. This relates to curriculum development and ISI requirements
- Ensuring that subject policies on are drawn up and implemented consistent with school policy.
- To take an active role in self-evaluation, regularly observing the work of PE colleagues including visiting Games coaches and providing opportunities for ongoing feedback and reflection on the nature of teaching and learning.
- To provide support for other post holders within the subject
- Leading meetings of teachers within the curriculum area as required.
- Representing or arranging for subject representation at all appropriate meetings in school and with other agencies.
- Identifying, arranging, organising and supporting such inter-disciplinary and cross-curricular courses and activities as may be appropriate.
- Identify and provide staff training in PE and development needs
- Ensuring that subject stock and equipment are well cared for, economically and effectively used.
- Liaison with other schools, professional organisations etc to investigate and share good practice.

PERSON SPECIFICATION

The successful applicant will be a suitable person to work with children and committed fully to promoting and safeguarding their welfare at all times.

TEACHING AND LEARNING

- An excellent communicator
- Passionate about teaching and learning



ST MICHAEL'S SCHOOL

CHURCH OF ENGLAND PREPARATORY SCHOOL

- Committed to high expectations for children's progress and achievement
- Ability to inspire and encourage all children to learn and fulfil their potential
- Demonstrate understanding of the continuity of the learning process

QUALIFICATIONS, TRAINING AND EXPERIENCE

- A degree-level qualification and Qualified Teacher Status (preferred but not essential)
- Recognised qualification in sports coaching (Level 1 or above)
- Experience of successful sports coaching within primary schools/age preferred
- Experience / understanding of working in independent schools desirable

KNOWLEDGE AND SKILLS

- A track record of delivering 'outstanding' teaching
- Knowledge and experience of major sport
- Excellent ICT skills

PERSONAL QUALITIES

- Enthusiastic, creative and well-motivated
- Well organised
- Reliable
- Able to work as an individual and as part of a team
- Ability to develop positive relationships with colleagues, pupils and parents
- Able to work under pressure, whilst maintaining the highest standards of professionalism as expected of a teacher at St Michael's School
- In sympathy with the ethos of a Christian school

SAFEGUARDING

St Michael's School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS clearance and pre-employment checks will be undertaken before any appointment is confirmed. In addition, this post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

St. Michael's School retains the right to be able to appoint at any stage of the recruiting process.