**Girls’ Games and PE Teacher**

Job Description and Person Specification

Bishopsgate School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Title of Post: Teacher of Girls’ Games & PE

Purpose of Post: The purpose of the job is to organise and teach classes, coach/referee matches and where required lead activities and undertake a share of supervisory duties in accordance with school policies. A second teaching subject in addition to games and PE is required.

Status of Post: This is a permanent full-time appointment, commencing 2nd September 2019

Responsible to: The Deputy Head (Teaching & Learning) through the Director of Sport

1. **Key Accountabilities*:*** 
   1. to help promote sport as innovatively as possible and inspire pupils through the employment of a wide variety of the best and most up-to-date teaching and learning techniques
   2. to ensure effective teaching and learning takes place
   3. to keep accurate records of children’s progress and use this information to review and inform future planning
   4. to help foster good relationships at all levels
   5. to be professional in all school matters and understand the need for confidentiality when required
   6. to help ensure that the girls’ changing rooms are well-organised and that good behaviour is maintained.

**Tasks**

The following tasks serve to indicate the range of duties and level of responsibilities involved.

It is not exhaustive.

1. **Teaching and learning**

2.1 Prepare medium term plans, through collaboration with colleagues, in sufficient detail to have a clear view of how each individual lesson and pupil should develop, success criteria will be employed and key life skills will be nurtured

2.2 Use assessment information and pupil progress to inform future planning

2.3 Coach Girls’ Games and PE, as directed by the Director of Sport and Head of PE

2.4 Foster an atmosphere in which caring relationships are likely to be nurtured

2.5 Play a part in the organisation of the annual School Sports Days

2.6 Provide cover for absent colleagues, as requested

2.7 Make full and proper use of a diverse range of resources

2.8 Take on a fair share of supervisory duties, in accordance with staff duty rotas, to ensure the smooth running of the school

1. **Recording and assessment**

3.1 Report to parents verbally at Parents’ Evenings and by means of written reports in accordance with the school’s Reporting Policy

3.2 Keep clear records of the children’s progress in accordance with school policy

3.3 Maintain the on-line attendance register in line with regulatory requirements

**4. Pupils**

4.1 Follow all codes of practice in relation to the safeguarding of the children’s welfare - discipline, health and safety regulations, child protection and the reporting of accidents.

4.2 Monitor outdoor play, intervening to remind children of school rules and behaviour codes.

4.3 Establish supportive relationships with pupils to establish the trust and  
respect of individuals and groups within the school.

4.4 Develop methods of promoting/reinforcing pupils’ self-esteem.

**5. Person Specification**

**5.1 Skills and qualifications**

* Graduate and qualified teacher
* Experienced and able classroom practitioner
* Evidence of CPD
* Commitment shown in another curriculum subject
* Good communication skills
* Strong organisational skills

**5.2** **Characteristics**:

* Capacity to think strategically
* Ability to work in a team
* Ability to lead from the front and by example
* Ability to prioritise effectively and balance competing pressures
* Ability to see task through to completion
* Ability to delegate
* Innovative teacher with the ability to inspire both pupils and colleagues
* Management potential

**6. General**

6.1 To adhere to and promote school policies, including those on safeguarding, equal opportunities and race equality

6.2 To comply with school policies and procedures with regard to conduct and dress

6.3 To participate in the evaluation of job performance through the Performance Management/Staff Appraisal scheme

6.4 To work on occasional weekends for tournaments, as directed by the Director of Sport

6.5 To undertake such additional duties as may be consistent with the purpose of the post as defined in this job description

6.6 To undertake training appropriate to the role and keep up to date with new methods

**Safeguarding and Child Protection:**

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he 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, s/he must report any concerns to the School’s Child Protection Officer or to the Headmaster. All Bishopsgate staff must have an enhanced DBS disclosure. All staff are expected to read and abide by the requirements of the staff handbook (copies are available to all new staff and a permanent copy is kept in the staff room and on the school network).

**Health and Safety:**

All employees must be aware of the responsibilities placed upon them under the Health & Safety Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for pupils, visitors and staff.

**Data Protection:**

Bishopsgate School processes information about its current, past or prospective employees, applicants, current, past and prospective pupils; and their parents, carers or guardians and others who are defined as data subjects under the General Data Protection Regulations and the Data Protection Act 2018.

Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also be aware of and comply with the school's Data Protection Policy, which also provides information about how personal data about those individuals will be used.

The School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information.

**Review of Job Description:**

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post.

The post holder may be required to undertake additional duties, as required, by the Headmaster.

This job description will be reviewed at least once each year in the Michaelmas term.

Person Responsible: Deputy Head (Teaching & Learning)