**JOB DESCRIPTION FOR PE TEACHER**

**Core Purpose**

* To deliver a high quality learning experience to students through outstanding teaching.
* To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Board, Principal and Head of Campus.
* To support, develop and enhance the teaching practice of others.
* Monitor and support the overall progress and development of students within the curriculum area.

# Strategic Planning

* To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area.
* To implement the day-to-day management, control and operation of curriculum provision within the department.
* To assist in monitoring and following up student progress.
* To assist in the implementation of school policies and procedures.
* To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school.
* To provide educational enrichment for students through activities such as the after school activity programme, sports fixtures, additional tutorials, educational visits and residential trips.

# High Standards of Teaching and Learning

* To undertake an appropriate programme of high quality teaching based upon appropriate planning.
* To keep up to date with UK and international developments in the subject area including teaching practice and methodology.
* To ensure curriculum coverage, curriculum continuity and curriculum progress throughout the school through the provision of appropriate schemes of work.
* Plan for progression across the age and ability range, designing effective learning sequences within lessons and across series of lessons informed by secure subject/curriculum knowledge.
* Teach challenging, well-organised lessons and sequences of lessons across the age and ability range taught. The teacher will:
  + use an appropriate range of teaching strategies and resources, including e-learning, which meet learners’ needs and take practical account of diversity and promote equality and inclusion;
  + build on the prior knowledge and attainment of those they teach in order that learners meet learning objectives and make sustained progress;
  + develop concepts and processes, which enable learners to apply new knowledge, understanding and skills;
  + adapt their language to suit the learners they teach, introducing new ideas and concepts clearly, and using explanations, questions, discussions and plenaries effectively;
  + manage the learning of individuals, groups and whole classes effectively, modifying their teaching appropriately to suit the stage of the lesson and the needs of the learners.
* Teach engaging and motivating lessons informed by well-grounded expectations of learners and designed to raise levels of attainment.
* Design opportunities for learners to develop their literacy, numeracy, ICT and thinking and learning skills appropriate within their phase and context.
* To take account of the ESL needs of students in the class and where appropriate work with the ESL department and teaching assistants to ensure that students language needs are appropriately supported.
* To ensure that clear and differentiated learning objectives based upon an understanding of the sequence of teaching and learning in the subject is communicated to students.
* Make effective use of an appropriate range of observation, assessment, monitoring and recording strategies as a basis for setting challenging learning objectives and monitoring learners’ progress and levels of attainment.
* Plan, set and assess homework, other out-of-class assignments and coursework for examinations, where appropriate, to sustain learners’ progress and to extend and consolidate their learning.
* Provide learners, colleagues, parents and carers with timely, accurate and constructive feedback on learners’ attainment, progress and areas for development.
* Review the impact of the feedback provided to learners and guide learners on how to improve their attainment.
* Support and guide learners so that they can reflect on their learning, identify the progress they have made, set positive targets for improvement and become successful independent learners.
* Use assessment in line with school policy, as part of teaching to diagnose learners’ needs, set realistic and challenging targets for improvement and plan future teaching.
* To meet the needs of all students, including the management of behaviour and its impact on learning.
* To work with the Additional Needs Coordinator to ensure the IEPs are used to set specific targets and that work is matched to student need.
* Where appropriate, to ensure the effective efficient deployment of classroom and technical support.

**Pastoral Responsibilities - Secondary**

* To be fully aware of the school’s vision, objectives and mission, student welfare and academic policies, and to seek to promote them in all aspects relating to their class.
* To work as part of a secondary pastoral team and contribute to the collective efforts of the team, under the leadership of the Key Stage and Key Stage 4 Coordinator, and to attend meetings appropriate to pastoral responsibilities.
* To use tutorial time positively and with the same professional attitude to attendance, punctuality and preparation as is due in any other lesson.
* To monitor the personal and social development, health and welfare of each student in their tutor group; contribute to assemblies and the PSHE programme within school.
* Counsel and guide students.
* To be aware of the relevant curriculum for the students in their tutor group and to monitor the academic progress of students through school reports and contact with specialist subject teachers.
* To support and implement all school policies, especially those relating to attendance, rewards and sanctions, uniform and homework.
* To liaise with the Key Stage 3 and Key Stage 4 Coordinator and parents.
* To assist the Key Stage 3 and Key Stage 4 Coordinator with the school’s induction procedures for new students and testing procedures for prospective students.
* To encourage the involvement of students in the school’s after school activities programme and other extra-curricular opportunities, and to monitor their contribution, taking action as appropriate.
* To contribute to the operation and maintenance of an up-to-date and efficient student record system on 3Sys.
* To support the operation of the school’s assessment, reporting and recording system by reviewing subject reports for tutees and writing tutor comments as required.

# Continuing Professional Development and Learning

* To be committed to the continuing professional development and learning of oneself and others.
* To work with the Head of Campus and Professional Development Coordinator to ensure that staff development needs within the subject are identified and that appropriate programmes are designed to meet such needs.
* To be committed to working with, supporting and guiding colleagues to select and develop the most appropriate teaching and learning styles, methods and resources to meet the needs of the full range of students and to be open to the contributions of others to developing ones’ own practice.
* Use self-reflection and feedback from others to evaluate the teaching of the subject in school and its impact on learners’ progress, attainment and well-being. Use this analysis to identify effective practice and areas for improvement and take action to improve further, the quality of teaching in the subject.
* To promote teamwork with colleagues and to motivate others to ensure effective working relationships.
* To actively participate in the school’s CPDL programme and where possible contribute to the programme.

# Management of Resources

* To assist the Head of Campus to identify resource needs and to contribute to the efficient/effective use of physical resources.
* To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.

# Other Professional Requirements

* To work with the Head of Campus in reviewing subject policies, plans and priorities, the success in meeting objectives and targets and subject-related professional development plans.
* To seek/implement modification and improvement where required.
* To follow all health and safety policy requirements and to conduct risk assessments as required.
* Establish a purposeful and safe learning environment which complies with current international guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to the school.
* Follow the safeguarding policy and processes within the school and contribute to a positive safeguarding culture.
* To play a full part in the life of the school community, to support its distinctive vision, mission and objectives and to encourage and ensure staff and students follow this example.
* To contribute to the school marketing activities such as writing articles and providing photographs for the school website, parental bulletin and external marketing tools.
* To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
* To contribute to the planning and operation of a programme of after school activities, duties, curriculum trips and weekend boarding trips and activities.
* To attend residential trips as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees 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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed :

Teacher : Date :

Head of Campus: Date :