



**JOB PROFILE**  
**TEACHER OF PHYSICAL EDUCATION**  
*(maternity cover)*



September 2020



We are looking for a well-qualified, innovative and enthusiastic Teacher of Physical Education to cover maternity leave and to teach the subject at all levels, up to and including GCSE. A Level teaching may be available for a suitable candidate.

It is an excellent opportunity for either a new or more experienced teacher to join a warm and friendly department which has grown significantly in success over the past few years.

The ideal candidate will:

- demonstrate excellent subject knowledge and understanding of the subject.;
- be an inspirational and enthusiastic teacher who shows passion for the subject;
- be committed to delivering high quality lessons, both on the field and in the classroom;
- be committed to implementing our ethos of encouraging and enabling all students to find an area of sport or physical activity which they enjoy;
- be able to engage pupils of all abilities and enable every student to fulfil their potential;
- be able to work collaboratively and independently;
- have experience of teaching at a GCSE and A Level standard;
- be able to demonstrate a positive rapport with both students and staff;
- demonstrate consistently high standards of personal and professional conduct;
- be committed to participating in a full extra-curricular programme of activities and fixtures, including assisting with the running of primary and prep school events;
- show willing to participate in extra-curricular trips.

### **BENEFITS PACKAGE**

Start Date: September 2020

#### **Salary**

Luckley House School has its own pay scale which is above that of the maintained sector and currently ranges from £24,780 per annum (FTE) for a newly qualified teacher with a good Honours degree to £35,884 (FTE) for someone with several years' experience. Two further scales are available for threshold applications.

#### **Non-contractual benefits**

- School's Pension scheme as well as a death in service benefit.
- Staff at Luckley House School are eligible for a staff discount on basic tuition fees of 50%, subject to their child(ren) meeting the entrance requirements.
- All staff may park in the school car park.
- Employee Assistance Programme (EAP).

#### **How to apply**

For further details please contact Mrs N Hall, HR Manager on 0118 9743209 or email [narene.hall@luckleyhouseschool.org](mailto:narene.hall@luckleyhouseschool.org)  
Alternatively an application/information pack can be downloaded from:  
[www.tes.com/jobs/employer/-1002273](http://www.tes.com/jobs/employer/-1002273)

Closing date: Monday, 24 February 2020  
Interviews: Week commencing 2 March 2020



### **JOB DESCRIPTION**

Title:	Teacher of Physical Education and Form Tutor (Please see below for Sixth Form Academic Tutors)
Job Purpose:	To assist the Head of Department with the teaching and development of your subject(s). To promote the happiness and well-being of students in your form.
Accountability:	To your Head of Department for your work in the Department To the relevant Deputy Head pastoral and Head of Section for your work as form tutor and any extra-curricular activity which you participate in and/or organise.

### **Main areas of responsibility**

#### **Overall Responsibility**

- To plan and develop high quality lessons and courses, using a variety of approaches, to continually enhance teaching and learning.
- To maintain and build upon the standards achieved in the award for QTS (Secondary) as set out by the Secretary of State.

#### **General Teaching Duties**

##### Teaching and Learning

- Manage pupil learning through effective teaching in accordance with the Department's schemes of work and policies.
- Ensure continuity, progression and cohesiveness in all teaching.
- Use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
- Set homework regularly, (in accordance with the School homework policy), to consolidate and extend learning and encourage pupils to take responsibility for their own learning.
- Work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
- Work effectively as a member of the Department team to improve the quality of teaching and learning.
- Set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
- Use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.



#### Monitoring, Assessment, Recording, Reporting, and Accountability

- Be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
- Contribute towards the implementation of IEPs as detailed in the current Code of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
- Assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
- Be familiar with statutory assessment and reporting procedures using Doodle and provide informative, helpful and accurate reporting to parents.
- Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.

#### Subject Knowledge and Understanding

- Have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
- Keep up-to-date with research and developments in pedagogy and the subject area.
- To assist with the development and organisation of your subject.
- To participate in the departmental programme of activities, e.g. field trips, trips abroad, outside lectures and visits, lunch-time clubs, national competitions, as appropriate, to support the teaching and learning within the department.

#### Professional Standards and Development

- Be a role model to pupils through personal presentation and professional conduct.
- Arrive in class, on or before the start of the lesson, and begin and end lessons on time.
- Cover for absent colleagues as is reasonable, fair and equitable.
- Be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety, Safeguarding, Staff Behaviour and Acceptable use of ICT.
- Establish effective working relationships with professional colleagues and associate staff.
- Be involved in extra-curricular activities in particular the school Extended Day Programme.
- Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
- Liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.
- Be aware of the role of the Board of Governors of the School and support it in performing its duties.
- Be familiar with and implement the relevant requirements of the current SEN Code of Practice, DDA and Access to Work.
- Consider the needs of all pupils within lessons (and implement specialist advice) especially those who have SEN, are gifted and talented or are not yet fluent in English.
- To undertake other such specific duties appropriate to the general purpose of a teaching post which may from time to time be reasonably assigned by the Headmistress or other members of the Senior Management Team.

#### Health and Safety

- Be prepared to undergo Basic First Aid training and update courses.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Undertake supervisory duties as part of the general teaching staff rota.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.
- Contribute to the professional development of colleagues, especially NQTs and ITTs.



#### Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
- Undertake any necessary professional development as identified in the School Development Plan and the Staff Appraisal process, taking full advantage of any relevant training and development available.

#### Tutor Responsibilities

- Take an interest in each tutee, encouraging and challenging as necessary.
- Complete attendance registers as per the statutory and regulatory requirements (refer to Admissions and Attendance Policy); monitor and follow up absence.
- Monitor pupil homework and planners.
- Monitor behaviour, progress and achievement and support pupils as required.
- Communicate effectively with parents including termly tutor reports.
- Communicate effectively with senior and other staff; ensure that information with regard to tutees is passed on to the relevant staff.
- Support the Social and Emotional Aspects of Learning (self-awareness; managing feelings; empathy; motivation and social skills) and spiritual, social, moral and cultural education. This is done through the 4U (PSHE Programme) as guided by the Head of PSHE and Heads of section.
- Organise form assemblies.
- Ensure all communications are recorded and BCC'd into Pupil records and to monitor rewards and sanctions of the tutor groups. Also to monitor Doodle and intervene when needed.
- Attend all school assemblies and to sit with the form.

#### Sixth Form Academic Tutor

The Sixth Form tutors are placed in a rota system for the registrations of both Year 12 and 13, for the morning and afternoon sessions. These will take place in either the study room or one of the classrooms. The Sixth Form attend assembly on Mondays, Wednesdays and Friday service every half term. Tuesday, Thursday and Friday mornings are to be utilised for tutorials or enrichment, however tutors may use some non-contact time as well to meet with their students. Each tutor must maintain their orange file of profiles for their group. Each tutor is allocated a selection of Year 12 and 13 students whom they follow for two years. Throughout this time, they are encouraged to organise themselves and their tutees to have academic tutorial meetings as a minimum of once a fortnight. During these meetings they are to discuss academic progress, monitor any 'cause for concerns' or 'shining stars' from subject staff as well as offer pastoral care and guidance for the next stage of their lives after finishing at Luckley. Sometimes this quota will not be met due to the needs of others in the group. The Head of Sixth Form and Assistant Head of Sixth Form can be accessed by the tutors and tutees if needed, to offer support to particularly challenging situations. The tutor will write any reference needed for the pupil, normally UCAS, and be able to provide a good amount of information about the student's character, how the student is progressing through school and their involvement in extra-curricular activities, both in and out of school. Tutors will be expected to attend a tutor group meeting once per half term.

#### Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager. The job description may be reviewed on an on-going basis in accordance with the changing needs of the department and School. This job description and accompanying documentation do not form part of the employment contract.

#### Terms and Conditions of Service

The post holder will be required to:

- comply with all policies and procedures issued by and on behalf of the School.
- participate in the School appraisal procedures as an appraisee and, if applicable, as an appraiser.
- attend statutory and mandatory training.

