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| **Post Title:** | Teacher of Girls’ Physical Education |
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| **Postholder:** | TBA |
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| **Purpose:** | * To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. * To monitor and support the overall progress and development of students as a Tutor, in line with the expectations outlined in the Staff Handbook. * To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. * To contribute to raising standards of student attainment. * To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth. * To be accountable for the progress of students taught as a subject teacher. |
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| **Reporting to:** | Leader of Learning of Physical Education |
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| **Accountable for:** | The appropriate progress in learning of students taught by the postholder. |
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| **Liaising with:** | Head/Deputy, Assistant Heads, teaching/support staff LEA representatives, external agencies and parents/carers |
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| **Working Time:** | (Part-time, temporary contract – maternity cover) |
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| **Salary/Grade:** | MPS |
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| **Disclosure level** | Enhanced |
| **MAIN (CORE) DUTIES** | |
| **Operational/ Strategic Planning** | * To assist in the development of appropriate syllabuses, resources, schemes of work, approaches to assessment and feedback to students, and teaching and learning strategies in Physical Education. * To contribute to the Physical Education department’s development plan and its implementation. * To plan and prepare objective-led lessons, and sequences of lessons, which enable students to make good progress with their learning. * To contribute to the whole school’s planning activities. |
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| **Curriculum Provision:** | To assist the Leader of Learning in Physical Education and other colleagues in ensuring that the Physical Education department provides a range of teaching which complements the school’s strategic objectives. |
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| **Curriculum Development:** | To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school’s strategic objectives. |
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| **Staffing**  **Staff Development:**  **Recruitment/ Deployment of Staff** | * To take part in the school’s staff development programme by participating in arrangements for further training and professional development. * To take responsibility for identifying professional development needs concerning subject knowledge and teaching methods and working with line manager to find opportunities to meet these needs. * To engage actively in the Performance Management Review process. * To ensure the effective/efficient deployment of classroom support to enhance student progress. * To work as a member of a designated team and to contribute positively to effective working relations within the school. |
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| **Quality Assurance:** | * To help to implement school quality procedures and to adhere to those. * To contribute to the process of monitoring and evaluation of the Physical Education department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. * To engage in an ongoing process of critical reflection on approaches adopted to teaching and learning and lesson planning. * To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school. |
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| **Management Information:** | * To maintain appropriate records, including prior attainment data, targets, ANT information, and to provide relevant accurate and up-to-date information for MIS, registers, etc. * To complete the relevant documentation to assist in the tracking of students. * To track student progress and to use information to inform teaching and learning. |
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| **Communications:** | * To communicate effectively with the parents/carers of students as appropriate. * Where appropriate, to communicate and cooperate with persons or bodies outside the school. * To follow agreed policies for communications in the school. |
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| **Liaison:** | * To take part in liaison activities such as Open Evenings Parents’ Evenings, Academic Tutorials and liaison events with partner schools. * To contribute to the development of effective subject links with external agencies. |
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| **Management of Resources:** | * To contribute to the process of the ordering and allocation of equipment and materials. * To assist the Leader of Learning in Physical Education in identifying resource needs and to contribute to the efficient/effective use of physical resources. * To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students. |
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| **Pastoral System:** | * To be a Tutor (Academic Mentor) to an assigned group of students and to undertake that role in line with the expectations outlined in the Staff Handbook. * To promote the general progress and well-being of individual students and of the Tutor Group as a whole. * To liaise with the Lead Community Progress Leader and Community Progress Leaders to ensure the implementation of the school’s Pastoral System. * To register students at 10.45am, accompany them to assemblies, encourage their full attendance at all lessons, their participation in other aspects of school life and in their efforts at reaching their targets for attainment and attendance. |
|  | * To evaluate and monitor the progress of students and keep up-to-date student records as may be required. * To contribute to the preparation of ANT Plans, progress files and other reports. * To alert the appropriate staff to problems experienced by students and to take action and/or make recommendations as to how these may be resolved. * To communicate as appropriate, with the parents/carers of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff * To contribute to PSE and citizenship and enterprise according to school policy * To apply the school’s Behaviour Management systems as outlined in the Staff Handbook so that effective learning can take place. |
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| **Teaching:** | * To teach, students according to their educational needs, including the setting and assessment of work to be carried out by the student in school and elsewhere. * To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. * To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. * To ensure that Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students. * To undertake a designated programme of teaching. * To ensure a high quality learning experience for students which meets internal and external quality standards. * To prepare and update subject materials. * To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. * To maintain discipline in accordance with the school’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. * To undertake assessment of students as requested by external examination bodies, departmental and school procedures. * To mark, grade and give written/verbal and diagnostic feedback as required and in line with processes outlined in the School Policy. |
| **Cross-reference** | In having a clear grasp of the expectations of this role, the postholder should make close reference to the ***Teaching Standards*** and ***Professional characteristics of teachers at threshold and upper pay spine*** (DfE 2012). |
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| **Other Specific Duties**: | |
| * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To encourage students to take a full part in the schools’ extra-curricular programme. * To support the school in meeting its legal requirements for worship. * To promote actively the school’s corporate policies. * To continue personal development as agreed. * To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate. * To undertake any other duty as specified by STPCB not mentioned in the above.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. | |

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| This Job Description is presented as a useful resource to enable the employee to have a clear and detailed knowledge of the expectations of the post. Any queries or uncertainties can be discussed and clarified with the employee’s Line Manager.  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.  Colleagues are expected to promote and act in line with the principles of the “Dignity at Work” Policy.  The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |
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| This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. |

Date: July 2017

Signed: