



DOHA ENGLISH SPEAKING SCHOOL

Learning Together • High Expectations • Celebrating Success

Job Description - P.E Teacher

Responsible to: Head of P.E. → Head of School → Principal

General

You will be part of a team that delivers the P.E. to all year groups of the school. Swimming will be delivered by an outside agency; however, there may be times when you will be required to deliver swimming lessons. You will co-operate in planning, lead on ECAs & Squads and fulfil all administrative tasks associated with the role of P.E. teacher. Your terms and conditions will be as set out in the latest version of the school's Terms and Conditions of Employment document.

Specific Responsibilities to Include

- To be responsible for the detailed planning and implementation of the P.E. curriculum programs across the Foundation Stage, KS1, KS2, and KS3 age groups.
- To deliver swimming lessons if called upon
- Keeping appropriate records of pupil performance
- To monitor individual pupil progress and set targets
- To write appropriate annual reports in line with school policies
- Consultations with parents
- To direct all major concerns to the Head of P.E.
- To cooperate in whatever appraisal system the school employs
- To possess and maintain current and up to date certified swimming teacher qualifications or to partake in level 2 training if called upon
- To lead sporting extra-curricular activities as directed by the Head of P.E.
- To lead the squad programme and attend fixtures
- Assist with the preparation and participation of overseas and local P.E. related trips
- Promote physical activities and healthy lifestyles, and develop positive attitudes

- Liaise with appropriate teachers on matters concerning P.E. and swimming
- Attendance at designated meetings and in-service training courses organised by the school
- Attendance at school events
- To do playground/gate duties as requested
- To ensure the safety and wellbeing of pupils in your charge

You will also be expected to assist the Head of P.E. with:

- The organisation, preparation, and participation in major sporting events, both within the school timetable (i.e. inter-house competitions and galas) as well as extra-curricular inter-school sporting events (i.e. QPPSSA / BSME events). This requires flexible hours as it often means before and after school work as well as weekends.
- The coordination, organisation, and oversight of the work undertaken by school assistants and volunteer parent helpers assigned by the P.E. department

You will also be expected to:

- Observe, at all times, the need for confidentiality when dealing with information regarding the School
- Observe the need for discretion when dealing with other adults within the School
- Promote the good name of the School in the community

The employee will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed, but it will be reviewed annually as part of the performance management process or as appropriate.

Signature of post holder _____ **Date** _____

Principal's signature _____ **Date** _____