

**Teacher of Girls Physical Education**

**Job Description**

**Responsible to:** Teaching and Learning Manager viaCurriculum Area Manager for Sport.

**Timetable Commitment:**

A full time Teacher’s target timetable is approximately 20 hours of teaching per week; the total contact time will be greater than this as it will include Tutorials; Enrichment and Extension activities; Cover; Invigilation.

**Hours of Work:**

08:00 – 16:30, Monday – Friday during full term, unless undertaking specific duties or attending meetings or events, some of which may, with reasonable notice, be at the weekend.

**Responsibilities include, but are not limited to the following:**

**Responsible for:**

* Live true to the School’s stated aims and values and help foster the School’s Christian ethos
* Safeguard and promote the welfare, health and safety of all students, reporting any concerns immediately
* Demonstrate kindness, honesty and respect to all members of the School community at all times
* Market the School at every opportunity in a positive and proactive manner to recruit and retain students
* Play an active role in the delivery of School, Departmental and personal development plans
* Maintain the highest personal standards of work, attitude, personal presentation and behaviour and act in a way that serves to uphold the reputation of the School at the highest level
* Assist as required in the preparation of the School for inspection and reception of visitors
* Oversee the excellent teaching, learning, assessment and progress of assigned classes
* Manage the pastoral care, target setting and monitoring of a group of Tutees
* Provide Enrichment (breadth) and Extension (depth) activities to students
* Cover, supervise, invigilate and other duties as assigned by the Deputy Head and Teaching and Learning Manager
* Provide activities and supervision of Boarders as per the duty rota
* Administrate and record keep, following the School’s policies and procedures
* Undertake professional development as part of a continuous process of career development
* Complete all reasonable training as required by the Deputy Head and Teaching and Learning Manager
* Take an active role in the development of the curriculum and resources
* Arrange educational visits as part of the overall planning for the area of learning, as appropriate
* Bring to the attention of the Deputy Head students with perceived educational needs
* Follow appropriate policies to promote good behaviour and attitude to learning from all students
* Greet children and parents on arrival at School, at events or in the classroom in a friendly and welcoming manner; be available in person, by telephone or email to parents at reasonable times
* Take time, repeatedly if necessary, to talk with, listen to, counsel, encourage, support, guide and closely monitor those individual students whose work, conduct, personal presentation or attitude suggest they would benefit from such action; for younger children this might include sitting with them at lunch time, insisting on appropriate table manners and good eating habits
* Maintain updated displays of students' work clearly, attractively and effectively in an allocated teaching room and around the School in such a way as to raise awareness and student esteem
* Plan and teach units of work in accordance with departmental schemes of work and evaluate the effectiveness of this planning and teaching through reflective and collaborative review
* Correct students' school work and home learning in a reasonable time and in accordance with School policy, indicating ‘what went well’ (www) and ‘even better if’ (ebi)
* Write reports and implement where appropriate formal monitoring procedures such as Report Cards and Individual Programmes of Study for students, as required
* Attend Parents’ Meetings, Open Events and Staff Training days
* Make a reasonable contribution to the broader life of the School, including boarding, the organisation of and participation in Enrichment and Extension activities, and assistance with, attendance at and support of House and School events and functions, as well as events relevant to the age-group(s) for which Tutorial or other particular responsibility is held - e.g. Chapel Services, sport, performing and creative arts, special talks and assemblies etc.
* Be alive to new perspectives and possibilities as to how further improvements may be made in school
* Work cooperatively with colleagues and to be generally positive, helpful, supportive and committed
* Be sensitive to the feelings of others, to respect confidentiality and to inspire trust.
* Attend staff meetings, staff forums and support School initiatives
* Keep abreast of curricular and other educational changes; be prepared to join working parties
* Undertake professional self-assessment and appraisal to meet targets set for the next period
* Be constantly self-appraising with a view to further improvement.

The duties may be varied to meet the changing demands of the School at the reasonable direction of the Head. Any significant changes will wherever possible be made after consultation.

**Specific Responsibilities include, but are not limited to the following:**

**Teaching and Learning**

* To lead through example, providing a successful role model of good practice in the Physical Education Curriculum
* Ensure continuity and progression in the Physical Education Curriculum by supporting colleagues and choosing the appropriate sequence of teaching and learning activities, setting clear learning objectives
* Reflect on practice and effectiveness – identify areas for improvement, and take appropriate action to further improve the quality of teaching and learning in Physical Education
* Ensure that relevant attainment/achievement targets are met
* Ensure that key digital, literacy and numeracy skills are developed throughout the Physical Education curriculum
* Monitor and evaluate planning, curriculum coverage and learning outcomes within Physical Education
* Provide relevant pupil performance information and analysis of progress in Physical Education
* Review, monitor and evaluate the Physical Education Schemes of Work to ensure continuity and progression for all pupils
* Use data and other information to inform planning and identify challenging and realistic targets in Physical Education for all pupils as appropriate
* Monitor pupil standards and achievement against annual and other targets and track progress in Physical Education using the school’s agreed system
* Ensure that all pupils have equal access to the Physical Education curriculum
* Manage resources efficiently within the subject area so that teaching and learning is effective in Physical Education

These responsibilities may be varied to meet the changing demands of the School at the reasonable direction of the Head.

**Teacher of Physical Education** **On behalf of the School**

Signature: Signature:

Name: Name:

Date: Date:

**Person Specification**

*0 = No Evidence 1 = Limited Evidence 2 = Adequate Evidence*

*3 = Substantial Evidence 4 = Significant Evidence*

Post Title: Teacher of Girls Physical Education Applicant Number:

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|  | **ESSENTIAL / DESIRABLE** | **EVIDENCE**  Application, Interview | **Score at Shortlist**  **0-4** |  |
| **Experience** | **ESSENTIAL:**   * Experience of delivering excellent teaching and learning in Physical Education KS2 – KS5   **DESIRABLE:**   * Experience of curriculum planning and learning resource development * Experience of external liaison with industry professionals * Experience of entering students into external competitions * Experience of delivering excellent teaching and learning in an additional subject area | * *Application/Interview* * *Application/Interview* * *Application/Interview* * *Application/Interview* * *Application/Interview* * *Application/Interview* * *Application/Interview* |  |  |
| **Education and Training** | **ESSENTIAL:**   * Degree in a related subject area * GCSE grade C or above in Mathematics and English * Teaching Qualification – PGCE / Cert Ed or working towards * QTLS or evidence to demonstrate progress towards * Relevant professional updating and CPD evidence to date   **DESIRABLE:**   * Postgraduate qualifications * Internal verifier qualifications * Membership of relevant professional bodies * Relevant industrial experience * NRASTC swim supervision trained | * *Application/Interview* * *Application* * *Application/Interview* * *Application/Interview* * *Application/Interview* * *Application* * *Application* * *Application*   *• Application*  *• Application* |  |  |
| **Skills/Knowledge/Abilities** | **ESSENTIAL:**   * Skilled at building effective relationships with students, parents, and colleagues * Work as a supportive and co-operative team player * Ability to plan, organise and prioritise in order to manage time effectively * The ability to raise pupil achievement across the full age and ability range * Understanding of and commitment to the principles of inclusive learning * Innovative approach to teaching, learning and assessment * Ability to teach Physical Education at any Key Stage from 2 – 5 * Outstanding subject knowledge   **DESIRABLE:**   * Ability to use iSAMS and Office 365 * Proven ability to apply Quality Assurance and Quality Control mechanisms | * *Application/Interview* * *Application/Interview* * *Application/Interview* * *Application/Interview* * *Application/Interview* * *Application/Interview* * *Application/Interview* * *Application/Interview* * *Application/Interview* * *Application/Interview* |  |  |
| **Additional Factors** | **ESSENTIAL:**   * Committed to the principles of inclusiveness and equality and diversity * Commitment to safeguarding and promoting the welfare of young people and vulnerable adults * Commitment to working in accordance with the school’s policies and procedures * Must be committed to and uphold the school’s values * Commitment to participate in staff development | * *Application and Interview* * *Application and Interview* * *Application* * *Application* * *Application* |  |  |