

Role Profile: Teacher of PE & Games

Purpose

To teach PE and Games to pupils in Years 2 to 9 (and upwards towards Y11 from September 2021). As the school grows, it is expected that this role will offer significant opportunities for personal growth; with this in mind, NQTs are encouraged to apply for this role. Football coaching and/or playing experience is desirable. The duties outlined in this job description are in addition to those covered by the latest Teachers' Pay and Conditions document. It may be modified by the Headmaster, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Key Accountabilities

General Information

Sport is an area of great strength at Downsend School. Facilities at the school are outstanding; extensive playing fields, an Astroturf pitch, full-sized Sports Hall, 25m indoor heated pool, Sports Pavilion and two hard courts for netball and tennis allow for a full range of sports to be offered to pupils. The major sports are football and rugby for boys and hockey and netball for girls, Cricket is the major sport for all pupils in the Summer Term. In addition, swimming, athletics, tennis, gymnastics, basketball, table tennis and badminton are covered in the PE syllabus and as part of the rich extra-curricular provision. Many of our pupils represent local clubs outside school and some go on to county or regional honours. In recent years, swimming at Downsend School has received widespread recognition at national level, securing a number of national titles.

PE and Games at Downsend are taught by a team of specialist teachers who teach all pupils in the school and are responsible for running teams across the age ranges, supported by other members of the teaching staff. Junior School pupils (Year 2-6) have 4 hours of PE and Games teaching per week, whilst Senior School pupils (Year 7–Year 9) have 3 hours 30 minutes per week. Year 9s, for the first time in the school's history have the opportunity to select Academic P.E. as part of the GCSE options.

Relationships

The post holder is responsible to the Director of Sport in all matters and works closely with other members of the department.

The post holder also interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the school structure, with the aim of improving the quality of life within the School. It is of paramount importance that we appoint the right person to join a successful and ambitious school. The salary will be commensurate with the experience and qualifications of the applicant.

Standards and Quality Assurance

1. Support the aims & ethos of the school;
2. Set a good example in terms of dress, punctuality & attendance;
3. Attend & participate in Open Days & whole-school events & performances;
4. Uphold the school's behaviour code & uniform regulations;
5. Attend courses to remain up to date in current curriculum development and professional practice;

Teaching and Learning

1. Carry out teaching duties in accordance with the school's schemes of work;
2. Work with the Director of Sport to ensure the progression of PE & Games teaching and learning through the school;
3. Work with the G & T Coordinators to provide pupils with opportunities in and out of the classroom for extension and enrichment, and for scholarship preparation;
4. Contribute widely to the extra-curricular life of the School - full-time staff are expected to offer a minimum of 3 afternoon sports practices a week to the Clubs Programme (pro rata for part-time staff);
5. Assisting regularly with weekend fixtures.
6. Demonstrate good practice in the teaching areas of responsibility.

Assessing and Reporting

1. Record students' work;
2. Use IT to assist lesson preparation, teaching and reporting & administration;
3. Maintain detailed records of pupils, liaising closely with the Curriculum Manager & other colleagues involved in the tracking & monitoring of pupils;
4. Monitor, evaluate & review practice in your teaching area;
5. Maintain lesson evaluations;
6. Mark and return work within the agreed time span, providing feedback & targets;
7. Provide assessment reports to monitor student progress;
8. Write reports & advise at Parents' Evenings, and communicate effectively with parents about their child's progress;
9. Work within the Code of Practice relating to Special Educational Needs.

Health & Safety

The post holder is responsible for the safety of all pupils and must ensure that:

1. The resources are maintained in a safe condition for the pupils and School staff;
2. Staff carry out operations in accordance with School policy and departmental codes of safe working practice;
3. All accidents are reported to the Business Manager via the School's Accident Report Form procedure;
4. The Director of Sport, Headmaster and Business Manager are kept informed of any concerns regarding Health and Safety and safe working practices.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Key Stakeholders:

Internal – Pupils, Parents, Staff, Cognita School Support

External – Local Prep and Feeder Schools, IAPS, Surrey CCC, Sports Academy Partners, National Sporting Bodies

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ✓ A good Honours QTS/PGCE or teaching equivalent. ✓ An outstanding and qualified PE & Games Teacher with a love of their subject. 	<ul style="list-style-type: none"> ✓ Football coaching qualifications.
Skills	<ul style="list-style-type: none"> ✓ Excellent communication skills (oral, written and use of ICT) ✓ Good organisational and administrative skills ✓ The ability to teach PE & Games to Years 2-11, ideally with particular expertise in football. 	<ul style="list-style-type: none"> ✓ Enthusiastic commitment to the importance of co-curricular activities in providing an outstanding education ✓ Calmness and efficiency and the ability to work under great pressure at certain times ✓ Aware of Health & Safety issues, particularly as they relate to co-curricular activities, and willing to comply with Health & Safety policy
Experience	<ul style="list-style-type: none"> ✓ A keen and self-motivated practitioner, who wishes to be a committed team member in a successful department 	<ul style="list-style-type: none"> ✓ Eager to learn and attend INSET as necessary ✓ Aware of the nature of the School and prepared to commit to its all-round ethos
Other	<ul style="list-style-type: none"> ✓ Willingness to work hard, with energy and enthusiasm, and be prepared to go 'the extra mile' ✓ A cheerful and well-presented person ✓ A good sense of humour is essential, as is the ability to deliver a 'hands on' tactile style of teaching 	<ul style="list-style-type: none"> ✓ Very high expectations of pupils' attainment, progress and behaviour ✓ Understanding of the nature of independent education and of the high expectations therein ✓ Experience of being a Form Tutor at KS3/4

This job description is not intended to be all embracing and the post holder shall be required to carry out whatever the Headmaster shall instruct, commensurate with training and experience.

Signed: **Name (print):**

Date: