

## **RICHMOND HOUSE SCHOOL**

### **JOB DESCRIPTION**

#### **Teacher of Physical Education and Games**

Richmond House School is very proud of its tradition of producing excellent individual and team sports players. We are seeking an enthusiastic, talented specialist physical education teacher to maintain the excellent standards that our current sports teacher has instilled. In addition to writing and teaching an appropriate physical education and games curriculum for Nursery through to Year 6, the PE teacher will be responsible for the organisation and management of sports fixtures and festivals with all year groups.

All teachers, whether subject or form, are responsible for the supervision, guidance and care of the pupils so that they develop academically, morally and socially. All teachers are to give such necessary support as to enable all to achieve their true potential.

#### **Main Purpose of Job:**

- To plan and deliver a broad and balanced physical education and games curriculum from Nursery (age 3) to Year 6
- To lead physical education and games in the school, managing support teachers to deliver a high quality curriculum
- To organise regular fixtures and festivals, allowing pupils the opportunity to enjoy competitive sport.
- To lead on the creation of a wide ranging schedule of high quality extra-curricular clubs and activities.
- To maintain the high reputation regionally for sport at the School and look to develop into national recognition.

#### **Specific Areas of Responsibility as the school's specialist physical education and games teacher**

- To undertake the teaching of all physical education and games lessons in school and any additional duties and responsibilities as specified by the Headmaster.
- To organise the separate physical education and games facilities, its resources and displays in order to provide (in liaison with other staff) a stimulating learning environment.
- To write and deliver schemes of work for physical education and games across the whole school.
- To manage the support teachers, monitoring their teaching, report writing and the general progress of the children.
- To motivate and engage all pupils to take part in fixtures, maintaining high expectations of standards of behaviour and performance.

#### **General areas of responsibility**

- To establish an effective system of care and control for the children in line with the established School Policies.
- To maintain class discipline, good manners, punctuality, in classrooms, cloakrooms, etc, and to ensure that high standards of personal appearance are adhered to by the children.

- To mark attendance registers accurately and implement all relevant administrative routines as requested.
- To ensure effective communication both internally and between school and home.
- To become well acquainted with the record keeping required under the agreed policies and procedures of the School and to keep these records efficiently.
- To be responsible for monitoring and reporting to the Headmaster and parents the progress of pupils, to attend parents' evenings that involve the parents of those pupils taught by the teacher.
- To write reports at appropriate times.
- To take a full part in staff rotas, duties and assemblies and meetings. To undertake such duties before, during and after school as can be reasonably expected.
- To participate in in-service training, as required. Support of/attendance at school functions, including those organised by the Parents' Association, is expected.
- To cover, if required, for absent colleagues.
- To be responsible for the proper use and care of the furniture and fittings in the School and to report any problems pertaining thereto through the appropriate channels.
- To be aware of all School routines, etc, as printed and updated from time to time in the Staff Handbook and other documents.
- To interact on a professional level with colleagues to maintain productive relationships in order to improve the quality of teaching and learning in the School.
- To maintain strong professional links with teachers across the school, to ensure continuity and to liaise with other teachers for the benefit of the children.
- All staff are expected to support the ethos of the School and encourage, by example, high standards of moral and social behaviour.
- To carry out professional duties of the teaching staff as per the terms and conditions document and any other duties as reasonably requested by the Headmaster or members of the Senior Leadership Team.
- To be fully immersed in the wider life of the school.
- The Physical education and games teacher will be responsible to the Headmaster in all matters relating to the position.

The job description and allocation of particular responsibilities may be amended by agreement between the Headmaster and the individual teacher from time to time.

Richmond House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check.