



42 Erou Iancu Nicolae Street,
077190 Voluntari,
Ilfov County, Romania

Job Description: Teacher of Physical Education

Specific Title: Teacher of Physical Education

Generic Title: Class Teacher

School: Whole School

Reporting to: Headmaster, Heads of School and the Coordinator with overall responsibility for the subject

Summary of Role: To educate children by planning and implementing a differentiated education programme, reflecting individual needs of pupils to develop confident, motivated, self-disciplined learners.

1.0 Purpose of the Job:

- i. To teach pupils within the school following the England and Wales National Curriculum guidelines and to carry out other associated duties as are reasonably assigned by the Headmaster and Head of School.

2.0 Applicable Contract Terms and Duties:

- i. The post is subject to the Conditions of Service for School Teachers in England and Wales and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment.

3.0 Relationships:

- i. The post holder is responsible to the Headmaster and Heads of School in all matters, the Deputy Heads of School and the Coordinator in respect of curricular matters.
- ii. The post holder will interact on a professional level with colleagues and will seek to establish and maintain productive relationships with them in order to promote mutual understanding of the school curriculum with the aim of improving the quality of teaching and learning in the school.
- iii. The teacher is expected to build and maintain co-operative relationships with parents, and to communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.

4.0 Responsibilities:

The teacher is expected to:

- i. Plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in their class(es).
- ii. Select appropriate learning resources and develop study skills through the use of a varied selection of resources (including ICT, the Resource Centre and local context opportunities).

- iii. Teach their class(es), sets, groups or individual pupils, and to assign tasks to be undertaken both in school and out of school to develop independent learning.
- iv. Mark and assess pupils' work and record their development, progress and attainment, both in school and out of school; keep detailed records to monitor this progress; check for understanding and completion in order to address strengths and weaknesses; and work with the Deputy Head of Secondary (Curriculum and Enrichment) in tracking individual and group progress.
- v. Set and mark homework regularly according to the school homework policy and offer informative feedback that will extend pupil learning.
- vi. Maintain high levels of discipline and respect between pupils and staff; promote an understanding of the school's rules and values; safeguard health and safety; and develop relationships with and between pupils conducive to optimum learning.
- vii. Maintain an attractive and stimulating classroom environment and contribute to displays around the whole school.
- viii. Continually evaluate and review their own teaching methods and practices, materials and schemes of work, and initiate changes as appropriate.
- ix. Provide and contribute to informative verbal and written assessments, reports and references relating to the development of learning of individual pupils and groups of pupils.
- x. Ensure that the subject matter and learning resources reflect the school's policies on race and gender equality and that these policies are reflected in all assigned tasks and duties.
- xi. Manage and supervise any allocated teaching assistant to fulfil their day to day duties with in the school.
- xii. Promote the Positive Behaviour policy operated within the secondary school; reward pupils for excellence, improvement, contribution and determination; use the sanctions procedures in accordance with the rules and disciplinary systems.
- xiii. Update school policies as and when appropriate.
- xiv. Maintain working folders and planners in accordance with Secondary requirements and keep departmental records on the school's server as requested.
- xv. Read and act upon the secondary school policies and procedures as laid down in the handbook and on the school server.
- xvi. Assume responsibility for a form group and all associated tasks involved in this duty as required by the Head of Secondary.

5.0 School Policies and Professional Development:

The teacher is expected to:

- i. Effectively contribute to whole-school reviews of policies, aims and the revision or formulation of school guidelines.
- ii. To function at all times according to the stated policies and practices of the school.
- iii. Keep up-to-date with current educational thinking and practice, both through individual study and attending courses, workshops and meetings, and welcoming regular performance appraisals and reviews of their work with the Head of Secondary.
- iv. To complete all required administrative tasks professionally, accurately and promptly.
- v. To actively participate in all aspects of Performance Management and complete documents and evidence folder effectively and promptly.
- vi. To comply with the Code of Ethics as well as to all policies and procedures of the school

6.0 General School Environment:

The teacher is expected to:

- i. Fully participate in building a whole school ethos through activities such as assemblies, supervising pupils during before and after school sessions, planning and running extra-curricular activities and being involved in whole school committees.
- ii. Set a good example at all time adopting a professional appearance and being culturally sensitive and professional both in the school and the community.
- iii. Take on additional responsibilities as and when determined and agreed with the senior management.
- iv. To act as a consistent role model to all students providing them with advice, knowledge and mentorship that extends beyond the delivery of the curriculum.

7.0 Additional:

- i. Work closely with PE teachers and other staff providing PE related activities across the school to deliver a comprehensive programme of PE.
- ii. Involve the department with focus days/weeks such as Healthy Schools Week, as well as implementing this ethos throughout the school year and school community.
- iii. Establish cross-curricular links and projects with other departments within school.
- iv. Take students to participate in inter-school activities.
- v. With other department members, host interschool activities.
- vi. Leading at least three after-school sporting clubs or training sessions per week and Saturday fixtures or training sessions as required.
- vii. To promote and assist with the establishment of city wide leagues and BIS (Bucharest International Schools) half termly tournaments to be hosted at BSB or by BSB where necessary (Football, basketball, athletics, swimming meet etc.). Fixture lists to be established as far as possible in advance to produce a comprehensive year-long fixtures list.
- viii. To assist with the establishment of consistent Team activities for all relevant age groups (for agreed sports) alongside general ability "Sport for All" activities. [NB Team activity is designated as an activity based on selection]
- ix. To assist with the establishment of school records for sports and setting up of pupil tracking of their personal achievement records annually.

Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

8.0 Declaration:

I have read the above job description and accept the responsibilities and tasks as outlined

Name:

Signature:

Date: