



The Froebelian School
PE/Games Lead Teacher - Job Description

Line of responsibility:

The PE/Games Lead Teacher will be directly responsible to the Director of Studies.

Other main contacts of the role are: Headteacher/Senior Leadership Team, teachers, support staff and pupils.

Main Duties:

To provide professional leadership and management for PE/Games to secure high-quality teaching, effective use of resources and improved standards of learning and achievement for all pupils.

The PE/Games Lead Teacher must carry out their duties with full regard and commitment to the School's policies and procedures. The main duties and responsibilities are indicated below. This list is not exhaustive and other duties of an appropriate level and nature may also be required, as directed by the Headteacher/Senior Leadership Team.

Professional knowledge and understanding:

The PE/Games Lead Teacher should have knowledge and understanding of:

1. The school's aims, priorities, targets and action plans;
2. The relationship of PE/Games to the curriculum as a whole;
3. Any statutory curriculum requirements for PE/Games;
4. The characteristics of high-quality teaching in PE/Games and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils;
5. How to use comparative data, together with information about pupils' prior attainment, to establish benchmarks and set targets for improvement;
6. How to develop pupils' literacy, numeracy and information technology skills through the subject;
7. How teaching PE/Games can promote pupils' spiritual, moral, social, cultural, mental and physical development;
8. How teaching PE/Games can help to prepare pupils for the opportunities, responsibilities and experiences of adult life;
9. The current use and future potential of ICT to aid teaching and learning in PE/Games, and to assist with PE/Games management;
10. The implications of information and guidance documents from the DfE and other national bodies and associations;
11. The implications of the code of practice for special educational needs for teaching and learning in PE/Games;
12. Health and safety requirements, including when and where to obtain expert advice.

Strategic direction and development:

Within the context of the school's strategic aims and policies, the PE/Games Lead Teacher will:

1. Develop and implement policies and practices for PE/Games which reflect the school's commitment to high achievement, effective teaching and learning;
2. Create a climate which enables other staff to develop and maintain positive attitudes towards the PE/Games and have confidence in teaching it;
3. Establish a clear, shared understanding of the importance and role of the PE/Games in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life;
4. Use data effectively to identify pupils who are underachieving in the PE/Games and, where necessary, create and implement effective plans of action to support those pupils;
5. Establish, with the involvement of the Director of Studies and Faculty Leaders, short, medium and long-term plans for the development and resourcing of PE/Games, which:

- contribute to whole-school aims, policies and practices, including those in relation to promoting positive behaviour;
 - are based on a range of comparative information and evidence, including in relation to the attainment of pupils;
 - identify realistic and challenging targets for improvement in PE/Games;
 - are understood by all those involved in putting the plans into practice;
 - are clear about action to be taken, timescales and criteria for success;
6. Monitor the progress in achieving PE/Games plans and targets, evaluating the effects on teaching and learning and using this analysis to guide further improvement.

Teaching and Learning:

1. Prepare and regularly review unit plans, schemes of work, curriculum overviews and other documentation related to the curriculum.
2. Ensure curriculum coverage, continuity and progression in PE/Games for all pupils, including those of high ability and those with special educational needs;
3. Provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different pupils;
4. Ensure effective development of pupils' literacy, numeracy and ICT skills through the subject;
5. Establish and implement clear policies and practices for assessing, recording and reporting on pupil achievement, and for using this information to recognise achievement and to assist pupils in setting targets for further improvement;
6. Ensure that information about pupils' achievements in previous classes is used effectively to secure good progress.
7. Set high expectations and establish clear targets for pupil achievement, evaluating progress and achievement in PE/Games by all pupils, including those with special educational needs;
8. Evaluate the teaching of PE/Games in school, use this analysis to identify effective practice and areas for improvement, and take action to improve further the quality of teaching;
9. Write annual summative reports for all pupils as part of the reporting schedule and contribute notes as required to support class teachers for Parent Consultations.

Leading and managing staff:

1. Ensure that teachers are clear about the teaching objectives in lessons, understand the sequence of teaching and learning in PE/Games, and communicate such information to pupils;
2. Support all staff teaching PE/Games, ensuring that they consistently maintain high levels of teaching;
3. Delegate and monitor the delivery of teaching and learning sequences to staff as appropriate;
4. Engage with colleagues to discuss and evaluate teaching and the impact that it has on pupil learning and progress;
5. Ensure that all members of the department use resources to support teaching and learning (including the use of ICT) effectively.
6. Consult colleagues in PE/Games development planning and encourage regular shared best practice via feedback, work scrutiny and observations;
7. Discuss and employ strategies to engage all pupils in all classes in PE/Games
8. Encourage and model excellence 'beyond the classroom' for colleagues and pupils
9. Bring to the attention of the Director of Studies any difficulties which arise within the PE/Games staff;

Extra-Curricular:

1. Work closely with the Deputy Head to facilitate an inclusive and comprehensive before and after school sports programme for all;
2. Organise and manage a comprehensive list of fixtures each term;
3. Enter representative teams in all major sports from Under 8 to Under 11 age groups in both school and league fixtures and events;
4. Accompany teams to fixtures and sporting events as required;
5. Strike a balance between competitive, representative sport in the leagues as well as inclusive

recreational sport for all;

6. Liaise with the Director of Studies to ensure that the curriculum and extra-curricular programme effectively align to provide optimal enrichment for all pupils;
7. Build positive working relationships with external sports providers to enhance the quality of coaching and number of opportunities available to pupils;
8. Oversee arrangements for all PE/Games events such as Sports Days and Swimming Galas and plan these appropriately with the School calendar;
9. Lead and organise House Sport across each term;
10. Encourage links between local clubs and the School, especially in sports not offered in the School;
11. Communicate achievement and results in assemblies, newsletters and on social media;
12. Encourage the use of display in all sports areas and adjoining areas by using student work and achievement, and maintaining a sense of order, consistency and tidiness.

Facilities & Equipment:

1. To liaise with Finance & Operations Manager to ensure the PE/Games facilities and equipment are maintained properly and marked correctly;
2. To work with the Finance & Operations Manager and Educational Visits Co-ordinator to ensure all relevant risk assessments are in place for all facilities and activities;
3. To be responsible for Health and Safety problems/risk assessment and to oversee the safety of all pupils when being taught and to make pupils themselves aware of safety;
4. To monitor and manage equipment and resources for PE/Games, including managing annual budgets in association with the Finance & Operations Manager;
5. Liaise with the Finance & Operations Manager to co-ordinate the ordering of staff sports kit with the suppliers.

Duties & Activities:

All staff are expected to carry out a range of activities and duties, contributing to the wider school community and the smooth running of a busy and successful school:

- To undertake playground supervision and other duties as required;
- To contribute to the extra-curricular activities of the school which take place regularly at lunchtime or after school;
- To undertake any other duties or responsibilities as may be reasonably directed by the Headteacher or any other person with appropriate authority;
- To support school activities which occur outside normal working hours (e.g. Speech Day, Parents' Evenings, sporting events, concerts and services); and
- To support the Friends, Parents & Teachers Association and attend their events as requested which may fall outside of normal working hours.

Other duties and responsibilities:

Undertake any other reasonable professional task as directed by the Headteacher.