

JOB DESCRIPTION

Section 1: General Information

Position Title	PE Teacher	Section/Department	Education
Reports To	Headteacher or any person nominated by him	Date of Review	February 2021
Location/Site	School	Employment Status	Term-Time, Permanent

Section 2: Job Description

Position Purpose	To implement and deliver a broad, balanced, relevant and differentiated PE curriculum for students. To monitor and support the overall progress and development of students and to facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
Key Responsibilities	<p>Teaching:</p> <ul style="list-style-type: none"> • To undertake a designated programme of teaching across all year groups as required • Teach consistently high-quality lessons Plan and deliver schemes of work and lessons that meet the requirements of the curriculum. • Be a role model for students, inspiring them to be actively interested in PE to maintain appropriate records and to provide relevant accurate and up-to-date information for the school assessment system. • To complete the relevant documentation to assist in the tracking of students. • Set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching. • Prioritize and manage time effectively, ensuring continued professional development in line with the role. • To follow the school policies and procedures. To ensure the effective/efficient deployment of classroom support where appropriate. • To maintain discipline in accordance with the school procedures, and to encourage good practice about punctuality, behaviour, standards of work and homework. • Promote aspects of Personal Development related to PE Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum area of PE.

- Promote PE learning through out of hours activities. Ensure a high-quality learning environment within the PE area
- Assessment, Feedback and Tracking:
- To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy
- To follow department monitoring and tracking systems relating to student's attainment, progress and achievement
- Mark, grade and give written/verbal and diagnostic feedback as required Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required Complete the relevant documentation to assist in the tracking of students

Staff Development

- To continue personal development in the relevant areas including subject knowledge and teaching methods
- Participate in whole school CPD programmes
- To take part in the staff development programme by participating in arrangements for further training and professional development.

Student Support and Progress:

- To be a Form Tutor to an assigned group of students if required
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To alert the appropriate staff to problems experienced by students
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE and citizenship and enterprise according to school policy
- To apply the Behaviour policy so that effective learning can take place

Safeguarding:

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons

Communication:

- To communicate effectively with the parents of students as appropriate Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school
- To take part in activities such as Open Evenings, Parents' Evenings, Sports days etc. Book sports facilities (like swimming pools, fields, tennis courts) and carry out the necessary administration as required.

Personal Responsibilities:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To model and promote the learner profile in the school community
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.

	<ul style="list-style-type: none">• To undertake duties before the school day, at break, over the lunch period and after the school day on a rota basis• To attend meetings scheduled in the school calendar punctually• To set cover work during any leave of absence• To adhere to the School's Safeguarding Policy.
--	---

Section 3: Person Specification		
KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • sport or physical education degree with qualified teacher status (QTS) 	<ul style="list-style-type: none"> • Driving licence • First Aid qualification
Experience	<ul style="list-style-type: none"> • Working with children and YP with ASD and/ or LD • Delivering P.E in a school setting 	<ul style="list-style-type: none"> • Working in a multi-disciplinary environment • Delivering P.E in a Special School setting
Knowledge	<ul style="list-style-type: none"> • Developing and implementing a P.E curriculum relevant for a broad range and ability of YP • Dealing with challenging behaviour • Safeguarding and Child Protection procedures 	<ul style="list-style-type: none"> • Developing a P.E curriculum for YP with Learning Disabilities
Skills and Abilities	<ul style="list-style-type: none"> • An ability to prioritise and work to deadlines, managing a diverse workload • Ability to deliver effective professional development to other staff 	<ul style="list-style-type: none"> • Performance Management and Development
Work-related Personal Qualities	<ul style="list-style-type: none"> • Be an effective team player that works collaboratively and effectively with others • Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences • Support, motivate and inspire both colleagues and pupils by leading through example • Suitability to work with children • Confidence, warmth, sensitivity, reliability and enthusiasm 	
Equal Opportunities and Commitment	<p>Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin</p> <p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> • safeguarding and child protection • equalities • promoting the school's vision, values and ethos • high quality, stimulating learning environment • relating positively to and showing respect for all members of the school and wider community • ongoing relevant professional self-development 	

--	--

The above is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties, as flexibility in meeting company needs is required by all employees.

I confirm that I have read and agreed this Job Description explaining the main duties of my job.

Employee Name: _____

(Please print)

Employee Signature: _____ Date: _____

Line Manager Name: _____

(Please print)

Line Manager Signature: _____ Date: _____