

THE SELE SCHOOL



JOB DESCRIPTION

TEACHER OF PHYSICAL EDUCATION

Department:	PE Department
Reports to:	Head of PE Department
Pay Scale:	MPS or UPS (depending on experience)

Job Summary

The Teacher of Physical Education plays a crucial role in helping students master the domain of PE. Planning and delivering engaging lessons to enable all students to make good or better progress. Demonstrating excellent subject knowledge with the ability to communicate this in an enthusiastic and imaginative way.

Job Purpose

- To fulfil the Professional Standards for Teachers, in the context of being a teacher of Physical Education as part of a subject team and as a form tutor as part of a year team
- To implement and deliver an appropriately broad, balanced, relevant and adaptive curriculum for students and to support a designated curriculum area as appropriate
- To monitor and support the overall progress and development of students as a teacher and as a form tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student progress and attainment
- To share and support the school to provide opportunities for all students

Key Responsibilities and Duties

- Teach Key Stage 3 and Key Stage 4, PE
- Take on departmental duties and responsibilities when allocated by the Head of Department.
- Share in departmental best practice.
- Make a contribution to enrichment and after school clubs (e.g. electives).
- Engage in extra-curricular PE with a combination of various matches and fixtures at both home and away venues.
- Willingness to invest extra time to ensure students achieve the best standard

Generic Duties and Responsibilities

Below sets out the generic main duties and responsibilities of any teacher at The Sele School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, The Sele School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire students.
- Encourage students and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintain records of students' progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all students, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in quality assurance both within and beyond their department as a part of sharing best practice.
- Use teaching strategies that allow for the full range of ability and learning styles in each class, particularly taking into account the learning needs of students.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required.
- To meet all requirements as appropriate of the current Teachers' Standards.

Department

- Carry out any reasonable subject-related duties assigned to them by the Head of Department.
- Attend department meetings and moderation meetings as requested by the Head of Department.
- Contribute to the Department's devising and writing of new subject materials when required.
- Be familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.

Co-Curricular

- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the School as required by the Head of Department, or Senior Leadership Team.
- Be prepared to run or assist with activities beyond lesson times.

Assessment, Recording and Reporting

- Monitor and provide quality feedback within a reasonable and agreed time scale in accordance with targets for future learning as appropriate
- Provide detailed formative and summative feedback at Parents' evenings
- Be familiar with the Code of Practice for identification and assessment of Special Education Needs and keep appropriate records on students with SEND

Pastoral Responsibility *(all staff have pastoral responsibility, not just tutors)*

- Undertake responsibility for a group of students (for example, a tutor group or when on a school trip) to support their personal, social and academic development
- When presented with a safeguarding concern, act in a calm and professional manner, informing the relevant people to ensure that the child's safety and wellbeing is paramount and taken care of
- Encourage outstanding attitudes to learning and behaviour in your pastoral role
- Act as the first point of contact for parents of students in your group, liaising with other staff as appropriate
- Communicate regularly with your line manager about any issues or concerns relating to students in your tutor group
- Monitor and set targets for the social and academic progress of individuals in your tutor group and be prepared to discuss these with parents
- Promote excellent attendance for students in your tutor group and monitor this in accordance with the school's attendance policy, ensuring any significant issues are communicated swiftly to relevant support staff
- Deliver an effective tutorial programme to your tutor group throughout the year

Other Professional Duties

- Support and foster the aims of the School.
- Be familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings, parents' evenings, Commemoration Day, Inset sessions and similar important functions both in and out of normal School hours, and participate in Open Day for prospective parents and pupils.
- Notify the Head of Department and Cover Officer as early as possible if absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year.
- Take part in the School's performance management scheme and appraisal.

School Ethos:

- To play a full part in the life of the School community; to support its mission and ethos.
- To support the School in meeting its legal requirements
- To promote the School's policies
- To comply with the School's health and safety policy and undertake risk assessments as appropriate
- To be a leading professional in every way, and provide a role model in terms of effectiveness and standards

Upper Pay Spine Teachers (Advanced Teachers)

- Be proactive, and make a significant contribution to the development of teaching and learning across the school (for example, leading CPD training)
- Be a mentor to less experienced staff (either within or beyond own subject area)
- Lead on and contribute to whole school initiatives that have an impact on the school community.

Safeguarding

The postholder will be required to;

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for or come into contact with.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of the School's pre-employment checks. Staff will also be required to complete Child Protection and PREVENT training.

Equalities

Be aware of and support difference and ensure that the School's equalities and diversity policies are followed.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection and report all concerns to an appropriate person.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.