

## Job Description

Job Title:	PE & Outdoor Education Instructor
Responsible to:	Headteacher
Pay Range:	Unqualified Teachers pay scale (£27,406 - £29,772)
Date Prepared:	June 2022

### MAIN DUTIES AND RESPONSIBILITIES:

1. To effectively fulfil the role in order that all pupils of all abilities, including disadvantaged pupils, make at least good progress related to their starting points.
2. To deliver learning which provides consistently effective support and challenge for all learners.
3. To assess, record and report on the development, progress and attainment of pupils.
4. Deliver outdoor learning activities, for which you are qualified and trained to deliver, that support required learning outcomes.
5. Maintain high standards of Health and Safety including supporting the maintenance and quality assurance checks of all equipment in line with School standard operating procedures and industry standards
6. To facilitate regular and high quality home-school liaison.
7. To discharge all safeguarding responsibilities effectively and in line with the school's Child Protection (Safeguarding) Policy and Procedure
8. To attend whole school, department, and teachers' meeting as requested by the Headteacher.
9. Develop pupils' understanding of British values and strengthen Social, Moral, Spiritual and Cultural development
10. To maintain current industry knowledge and maintain personal professional development skills
11. To provide senior staff with any required information necessary to up-date an IEP or EHCP
12. To effectively liaise with department staff and subject leaders as and when necessary to support learning and development
13. Manage challenging behaviour effectively and in line with whole school policy and procedure.
14. Track pupil progress in PE in order that learning can be continuously reshaped to maximise progress, and to ensure learning gains over time are explicit.

15. Lead on the organisation of sporting events and liaise effectively with people and organisations which can enhance the delivery of PE in schools.
16. Run lunchtime and after school clubs and encourage student engagement by all.
17. In partnership with the Deputy Headteacher support effective use of the PE and Sport Premium, in order to enable sustainable progress for pupils across the school.
18. To undertake any reasonable duties necessary to fulfil the role of PE Instructor as required by the Headteacher.

<p><b>DBS Required</b> (please indicate the legal reason for DBS – if in doubt discuss with HR)</p>	<p><input type="checkbox"/> Not applicable for this post  <input checked="" type="checkbox"/> Direct supervised or unsupervised contact with children or vulnerable adults  <input type="checkbox"/> Working within Fostering &amp; Adoption Service (Any post)  <input type="checkbox"/> In a position of authority/trust (Senior Management)  <input type="checkbox"/> Other eg: auditors, solicitors</p>
<p><b>Work Related Travel</b> (please indicate as appropriate)</p>	<p><input checked="" type="checkbox"/> Required to attend home visits/ meetings  <input type="checkbox"/> Ability to travel around the county  <input type="checkbox"/> Provide car for business use (Essential User)</p>
<p><b>Health &amp; Safety Risk Assessment</b> (please indicate which are applicable)</p>	<p><input checked="" type="checkbox"/> Regular exposure to mental pressures and demands  <input checked="" type="checkbox"/> Visual Display Equipment – regular use  <input type="checkbox"/> Exposure to substances hazard to health  <input checked="" type="checkbox"/> Possible exposure to infection  <input checked="" type="checkbox"/> (occasional risk) Risk of verbal abuse  <input checked="" type="checkbox"/> (Some risk due to pupil's complex needs) Risk of physical assault  <input checked="" type="checkbox"/> Working alone  <input type="checkbox"/> Adverse environmental conditions  <input type="checkbox"/> Use of dangerous machinery  <input type="checkbox"/> Driving PSV/HGV vehicles</p>

**EQUALITY AND DIVERSITY STATEMENT:**

The Trust will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of any of the protected characteristics (as defined by the Equality Act 2010). The Trust will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The Trust provides an open, welcoming and safe environment for all its students, employees and visitors.

**PREVENT STATEMENT:**

All employees are required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

BILTT is committed to Safeguarding, Prevent, the welfare of pupils and ensuring equality of opportunity for all pupils, staff, parents and carers; irrespective of age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, belief, sex or sexual orientation and expects staff to share that commitment.

The post is subject to satisfactory references, social media checks, enhanced DBS & health clearance.