

## **PE/SPORTS TEACHER**



### **JOB DESCRIPTION**

**Purpose of Post:** To teach primary pupils with regard to their P.E. education, taking into consideration physical, emotional and social needs.

#### **AREAS OF RESPONSIBILITY**

##### **General Professional Duties**

- To carry out professional duties as listed below, under the reasonable direction of the Executive Headteacher or Head of School.

##### **Particular Duties**

- To carry out specific tasks as reasonably requested by the Executive Headteacher or Head of School from time to time.

##### **Professional Duties: Teaching**

- To plan and deliver the school's P.E. curriculum and to work in accordance with the school's aim, philosophy and policies.
- To plan, set and teach activities matched to the age, needs, ability and aptitude of the pupils.
- To manage and organise the children effectively.

##### **Professional Duties, Assessment and Reports**

- To assess, record and report on the development, progress and attainment of pupils.
- To contribute to oral and written P.E. assessment, reports and references relating to individual pupils and groups of pupils.
- To report such assessments as necessary and participate in meetings arranged for this purpose.

##### **Pastoral Care**

- To promote the general progress and well-being of the pupils in the class.
- To be responsible for their pupil care and welfare, whilst involved in school activities.
- To develop a sense of community within the class, with regard to equal opportunities and mutual support and respect.
- To provide guidance and advice to pupils on educational and social matters and on their continued education, including information about sources of more expert advice on more specific questions.
- To make records and reports on the personal and social needs of pupils and ensure that confidentiality is observed at all times.
- To communicate and co-operate with persons or bodies outside the school and participate in meetings as required.

##### **Discipline, Health and Safety**

- To maintain discipline and encourage self-discipline amongst pupils and to be responsible for the behaviour and discipline of the pupils in his/her care.
- To have regard for their health and safety both when authorised to be on the school premises and when engaged in authorised school activities elsewhere.

### Review (further Training and Development)

- To regularly review own teaching methods and programmes of work.
- To participate in arrangements for his/her further training and professional development as a PE Teacher.
- To participate in arrangements for his/her appraisal.
- To participate in induction and supervision arrangements.

### Education Methods

- To advise and co-operate with the Executive Headteacher, Head of School and/or other teachers on the preparation of courses of study, teaching programmes, methods of teaching and assessment and pastoral arrangements.
- To prepare and develop resources to facilitate the delivery of the P.E. curriculum.

### Management and Administration

- To take part as may be required in the review, development and management of activities relating to the P.E. curriculum, organisation and pastoral functions of the school.
- To participate in administrative and organisational tasks as required, including the management of persons providing support for the teacher, e.g. Sports Coaches, Teaching Assistants, parent helpers.
- To register the attendance of pupils and to supervise pupils during school and after school sessions if required.

### Cover

- To teach any pupils whose teacher is not available to teach them, as far as practicable

### Contacts

Children, Executive Headteacher, Head of School, Assistant Headteachers, Teachers, Admin staff, Teaching Assistants, Early Years Practitioners, Parents, Governors, Support Services, Site Manager, Cleaners, Students, Play Assistants.