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## **JOB DESCRIPTION – TEACHER**

<b>TITLE OF POST</b>	PE Teacher
<b>SALARY</b>	MAIN SCALE + SEN allowance
<b>RESPONSIBLE TO</b>	HEADTEACHER & DEPUTY HEADTEACHER
<b>EMPLOYMENT DUTIES</b>	<p>This job description is to be performed within the duties set out in the School Teachers’ Pay and Conditions document and with due regard to the school’s aims, ethos, policies and schemes of work. The performance of these duties is under the reasonable direction of the Headteacher and will be subject to specified monitoring and evaluation procedures.</p>
<b>JOB PURPOSE</b>	<p><b>The post holder will undertake the planning, preparation, teaching, assessment and pastoral care of the pupils in the class they are teaching as well as administrative duties in respect of the pupils and other general responsibilities in the school as agreed with the Headteacher.</b></p>
<b>MAIN RESPONSIBILITIES</b>	<p>To work under the direction of senior leaders and the Headteacher as a member of the staff team to provide a happy, caring and secure learning environment for all children in the school.</p> <p>To continually strive for high standards of work, behaviour, attendance and punctuality from all pupils. To enable pupils to develop and maintain a high standard of self-discipline and to contribute to the overall standard of good behaviour expected by all pupils throughout the school.</p> <p>To plan and prepare exciting and purposeful learning activities, in collaboration with colleagues and coordinators, to ensure that all pupils have access to a broad, balanced, relevant and stimulating curriculum in accordance with the school, Trust and National requirements or guidelines.</p> <p>To carry out and provide assessments and records of pupils’ academic and social development in accordance with school policies and LA or National requirements based on the assessment for learning principles.</p>



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To ensure all pupils make expected or better than expected progress and achieve high standards in PE, and other curriculum areas where appropriate, through target setting and personalised learning opportunities.

To ensure that specific support and agreed strategies are provided for targeted pupils (for example pupils with SEN or EAL, PPG), to monitor their progress and to liaise with the Headteacher, Deputy Headteacher, Inclusion Lead and other agencies as appropriate.

**MAIN RESPONSIBILITIES**  
**continued**

To be responsible for creating an attractive, motivating and informative learning environment. To contribute to displays for whole school projects, including the organisation of resource areas.

To encourage parent/carer involvement and cooperation in school, to attend parent meetings where appropriate and to contribute to school functions and events where possible developing strong and lasting relationships.

To undertake duties and supervision of pupils in accordance with the school's organisation.

To participate in regular staff meetings, discussions and management systems to ensure the co-ordination and development of the work of the school as a whole, including active participation in school development and curriculum teams.

To take responsibility as a curriculum co-ordinator, monitoring and evaluating the PE curriculum in accordance with the school's guidelines, ensuring the health and fitness of pupils remains high profile in the school.

To develop and co-ordinate a range of sports activities and opportunities both before, during and after school hours ensuring children have access to a wide range of PE opportunities both in and out of school, drawing on the talents and expertise of a diverse range of organisations and professionals.

To ensure the school's participation in LA and cluster competitions and festivals

To teach PE across the school including coaching and organising swimming

To organise all clubs (sport and other) across the school

To organise all sports competitions and events such as sports day

To lead on Healthy Schools and all other health/sport/food related marks/awards

To organise sport related fundraising eg sport relief and sponsored events to raise money for school

To plan and manage Sports funding



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To lead residential school journeys (jointly with another SLT member of staff)

To train for and be a responsible driver for the school's minibus

To regularly review own work and practice and participate in continuing professional development activities, including the annual performance management cycle

To have due regard to health and safety at all times, to report any safety concerns to the School Business Manager and to carry out risk assessments when necessary to ensure the safety and well-being of all members of the school community

To act in a professional manner at all times and maintain confidentiality of information

To carry out any other duties as the Headteacher may reasonably direct

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## **REVIEW**

This job description is subject to annual review and may be amended by the Headteacher in discussion with the post holder in the light of changes to Eleanor Smith School or to provide appropriate development opportunities or the addition of any other duties.

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## Person Specification / Selection Criteria

### Main Scale Teacher

Selection Criteria	Essential	Source Source A = Application I = Interview R = References T = Task/Observation
<b>Qualifications</b>		
Qualified Teacher status with a good honours subject degree	✓	A
Evidence of continued personal and professional development	✓	A
<b>Experience</b>		
Recent experience of working with students across the secondary age range incl GCSE	✓	A R
Recent experience in raising students' attainment	✓	A R I
<b>Knowledge and Skills</b>		
A passion for learning and an outstanding teacher	✓	A R I
Understand about social, emotional and mental health needs of pupils and ways to support them	✓	A I
Secure commitment to a clear vision for the department and the school	✓	A R I
Ability to match children's needs in terms of curriculum, spiritual, personal and social development	✓	A R
Understanding and awareness of current educational developments and the implications of relevant educational legislation	✓	A



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Work as part of a team	✓	A R I
Motivate and inspire students and parents	✓	A R I
Knowledge of all necessary NC assessment, recording and reporting	✓	A
Communicate effectively, orally and in writing for a range of audiences and purposes	✓	A R I
Manage good communications systems	✓	A R I
Excellent ICT skills	✓	A R I
Hold a full driving licence	Desirable	A
<b>Corporate Responsibility</b>		
Commitment to comply with the school's policies	✓	A R
Commitment to continue personal development in relevant area	✓	A
Commitment to participate in the staff review and development process	✓	A R
Commitment to raising standards for all staff and students	✓	A I
Commitment to equal opportunities and inclusion	✓	A I
Commitment to participation in the full life of the school	✓	A
<b>Personal Qualities</b>		
Tact and a sense of humour	✓	I
Resilience	✓	R I
Deal sensitively with people and resolve conflicts	✓	R I
Ability to get the best out of people	✓	R I
High levels of motivation and commitment	✓	A R I
Ability to work under pressure and meet deadlines	✓	A R I
Achieve challenging professional goals	✓	A
<b>Application</b>		
Accurate completion of school application form	✓	A
Letter which addresses person specification, evidence in letter and application	✓	A
Technically accurate in terms of spelling, punctuation and grammar	✓	A
Legally entitled to work in the UK	✓	A



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