

JOB DESCRIPTION

Job Title: Junior School Teacher of PE and Girls Games
Hours: Full time
Status: Permanent

Responsible to: Director of Sport / Deputy Head

Functional links with: All members of the academic staff, pastoral team and administrative functions across the school

Job Purpose:

Provide an outstanding student experience through teaching, learning and assessment, enabling students to maximise their potential.

Main Duties:

General Responsibilities

- To support the aims, Christian values and ethos of the school.
- To maintain good order, behaviour and respect for others; to promote understanding of the school's rules and values and to develop relationships between pupils conducive to optimum learning.
- To be responsible for the teaching of PE & Games throughout the Junior School.
- To assist with the senior School PE & Games programme depending upon Junior School commitments.
- To play a full part in the corporate life of the school community and to perform such duties as the Headmistress may reasonably require.
- To report any issues or concerns regarding child Protection or Health and Safety as per the School's policies.
- To play a full and active role in the extensive co-curricular sporting programme which includes Saturday commitments.
- Take responsibility of your own professional development by keeping up to date with current developments in your subject area and attending appropriate In Service training.

Specific duties

- To deliver a broad and balanced PE and Games curriculum across the school (Year 2 to 6, with some Senior School lessons) as laid out in the PE schemes of work.
- To work alongside Director of Sport to support best practice and quality education in the department with regard to teaching methods, schemes of work, methods of assessment and discipline.
- To foster good relations with the pupils to ensure their enjoyment of and benefit from lessons.
- To identify and stretch the most able children whilst being able to adapt and differentiate for lower ability.
- To share responsibility for all aspects of Health & Safety with regard to sport, undertaking risk assessments as necessary and ensuring compliance with all relevant regulatory regimes.
- To take coaching sessions for school squads, both within and beyond the normal school day, offering meaningful opportunities to as many children as possible whilst creating competitive and successful representative teams.
- To assist the Director of Sport with the organisation and running of sports day and Invitational Tournaments.
- To assist with the organisation, checking and maintenance of sports equipment throughout the school, highlighting repairs to be undertaken and, in liaison with the Director of Sport, ordering new equipment in line with the agreed budgets.
- To maintain a stimulating teaching environment, and to contribute to displays in the school as a whole.
- To oversee the girls games programme in the Junior School, liaise with Senior colleagues over facilities and staffing and advise and support Junior colleagues in all things sporting.
- A Swimming teaching qualification is desirable.

Whole school responsibilities:

- To organise an after-school club on two activity afternoons each week.
- To take a full and fair part in the School Staff Duty Programme during the week.
- To attend School assemblies, staff meetings, departmental meetings and in-service training meetings.
- To make an active contribution to whole school events such as School plays, speech days etc.
- To build and maintain co-operative relationships with parents, and to communicate with

them on pupil's learning and progress, drawing attention to special skills and talents as well as to problems and difficulties.

- To write detailed and informed end of term reports.
- To attend parents' meetings and other such events as the Headmistress may reasonably require.
- To cover for absent colleagues.
- To assist in the marketing and promotion of Queen's College Junior School.

Mandatory Duties:

1. Responsibility for safeguarding and promoting the welfare of children.
2. Commitment to Equal Opportunities.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the School is subject.

Date: March 2017

This job description is current at the above date. In consultation with the post holder it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job.

Person Specification – Teacher of PE & Girls Games

Qualifications/experience

- Educated to degree standard
- PGCE qualified (or equivalent)
- Life-Guard, First Aid and Minibus (PSV) driving qualification (Or willingness to work towards them)

Knowledge

- Excellent subject knowledge and an impressive Games background
- Demonstrate outstanding teaching / coaching practice, capable of inspiring pupils
- Knowledge of effective pastoral care and safeguarding and child protection issues.
- Knowledge of current curriculum developments

Skills and Abilities

- Strong communication and interpersonal skills
- Strong IT skills
- Ability to create and maintain strong, supportive relationships with staff, parents/carers and pupils
- High standards of classroom management

Personal/professional qualities

- Ability to plan time effectively and organise oneself well
- High levels of personal organisation with good administrative skills
- Ability to motivate and inspire children
- Willingness to be fully involved in school life
- Aspirational and empathetic; has a genuine belief in the potential of every pupil
- Resilient, tenacious, determined, pragmatic
- Persuasive and influential
- Work in collaboration with the department
- Flexible and resourceful
- Demonstrate Innovation and creative thinking
- Commitment to continuing professional development
- High expectations of students