

JOB DESCRIPTION

Teacher of Physical Education

Number of staff in PE department: One person

Responsible to: Executive Head/Head Teacher and SLT link

Contribution to School Ethos:

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students are to follow this example.

Leadership

1. To inspire colleagues by personal example and hard work.
2. To effectively manage the human resources at the department's disposal.
3. To create a vision, sense of purpose and pride in the department.
4. To co-ordinate the production and maintenance of the department handbook, and to implement, monitor and evaluate all of its policies and documentation.
5. To be responsible for continuously improving the quality of teaching and learning in the Department.
6. To be responsible for maintaining discipline in the department during lessons when appropriate.
7. To play a major role in the development of all aspects of the school, including its policies and their implementation.
8. To develop and maintain effective methods of communication with the Executive Head, Head teacher, SLT, other staff, students, parents, Trustees, external agencies and the wider community (including business and industry), etc.
9. To implement school assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of students in the subject. A portfolio of exemplar work moderated against grade descriptors should be maintained.
10. To initiate/maintain the provision of extra-curricular activities, e.g. the use of resources after school/during lunch-breaks or clubs and teams, etc.

Curricular/Departmental Development

1. To contribute towards continuity and progression within the whole school curriculum.
2. To oversee the department development plan, its implementation and the part it plays in the whole school development.
3. To develop comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for pupils, and to incorporate a variety of assessment methods at key points to enable accurate judgements on student progress.
4. To develop departmental strategies for the students' spiritual, moral, social and cultural development, including citizenship.

Stock/Resources/Budget

1. To manage the Department stock, teaching resources and finances efficiently, and to obtain best value for money.
2. To maintain an inventory of all stock items and to oversee the annual stock audit.
3. To carry out stock disposal in accordance with department and school policies.
4. To store resources in such a way as to enable quick and easy access by all staff (and pupils where appropriate).

Liaison/Communication

1. To meet regularly and work with the 'SLT link' for professional support and to develop effective departmental management.
2. To act as the initial person for others to contact regarding all issues relating to the subject.
3. To liaise with other curriculum co-ordinators in order to develop integrated schemes of work, e.g. Numeracy, Literacy, ICT and Citizenship.
4. To inform staff about new developments and ideas related to the subject and the department.
5. To co-operate with the Health and Safety management and inspection process.
6. To manage the provision of information to parent/carers and other staff about curricular choices, and choice of teaching groups for individual pupils and groups of pupils.
7. To provide helpful and accurate responses to parent/carer enquiries.

Professional Development

1. To identify development opportunities within the department and through external agencies or courses.
2. To personally keep up to date with developments and new ideas related to the subject.

The Teacher of Physical Education also has the following duties in addition to those of a classroom teacher:

PHYSICAL EDUCATION SPECIFIC DUTIES

1. Consult, produce and regularly review the Physical Education Department manual that should state the agreed procedures, practices and aspirations of the Department. The manual should be word processed, held in a ring-file, actively used by staff and focus on:
 - Aims and Objectives for Physical Education.
 - Assessment, Recording & Reporting.
 - Student Inclusion (Gifted & Talented, students with English as an additional language, differentiation, etc.).
 - Citizenship.
 - The range of appropriate learning styles.
 - The use of ICT.
 - Health and Safety.
2. To manage the department contribution to extra-curricular sports activities, including the coaching of school teams and the admission of students to County sporting events where appropriate.
3. To manage the successful tradition of the School Sports Day.
4. To forge appropriate and mutually beneficial links with other schools, local Sports facilities, clubs, organisations, etc to provide suitable facilities for sporting activities and coaches.
5. To continue the successful practice of inviting specialist coaches to the School both to enhance the student/teacher skill base and provide encouragement for students in their sporting development.
6. To manage the department's contribution to the school prospectus.
7. To manage the department's contribution to the school newsletter and website, including a regular article of sporting interest.
8. To be responsible of the running of the afterschool sport's club and school teams.

9. To develop, support and promote the Duke of Edinburgh programme in the school, through monitoring portfolio completion, ensuring successful completion of practice and real expeditions, and liaise with outside agencies, including DofE, as necessary
9. To submit regular progression reports to the Executive Head/Head Teacher on a termly and annual basis.

Safeguarding and Promotion of the Welfare of Pupils

KDGB is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

At all times the staff member is expected to:

- ✚ Comply with the school's health and safety policy and undertake risk assessments as appropriate.
- ✚ Safeguard the students' wellbeing and maintain public trust in the teaching profession.
- ✚ Provide a safe environment in which the students can learn.
- ✚ Promptly raise any concerns to the School's Designated Safeguarding Leads and work with other services as needed.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.