



## JOB DESCRIPTION

Job Title	<b>PE Teacher</b>
Reports to	Head of PE
Job Purpose	The PE Teacher enable all children of mixed ability in all years to become enthusiastic and reach their potential in physical education.

The School is seeking a teacher of PE including GCSE to join a very successful team of staff.

### Responsibilities

1. Teach Physical Education within the National Curriculum Guidelines including GCSE and promote, coordinate and participate in sports activities throughout the school year.
2. Plan and prepare lessons in advance in collaboration with colleagues and ensure that learning is kept within curriculum targets.
3. Carry out departmental and school assessment procedures and marking policies.
4. Record and report on the development, progress and attainment of pupils including attending meetings with parents to discuss attainment and progress.
5. Keep a disciplined class whilst promoting the general well being of children.
6. Organise PE / Sport workshops for staff and parents when appropriate.
7. Participate in the provision of co-curricular activities including liaising with other schools and clubs to arrange fixtures.
8. Maintain resources to the required safety standards and renew, as necessary within the budgetary allowance.
9. Book sports facilities (like swimming pools, fields, tennis courts) and carry out the necessary administration as required.
10. Assist the Head of PE in reviewing development plans, curriculum documents and policies.
11. Promote development within PE and identify any associated staff development requirements.
12. Carry out playground duties as timetabled or when necessary.
13. Attend School meetings and In Service Training as and when required.
14. Maintain an appropriate awareness of and work effectively within the policies and procedures of the School.
15. Operate safely within the workplace and maintain a high standard of practice.

16. Behave professionally at all times and maintain confidentiality of information.

17. Promote and safeguard the welfare of the pupils that fall under your responsibility or that you come into contact with.

18. Such other duties that the Head Teacher may reasonably and from time to time require.

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Education / Training / Professional Qualifications</b>	<p>PE Degree plus / including Teaching Degree / PGCE or recognised equivalent.</p> <p>PE and Sports experience – teaching and practical.</p>	<p>Further relevant professional qualifications and professional development work.</p> <p>Teaching experience.</p> <p>First Aid qualification.</p>
<b>Skills and Abilities</b>	<p>Ability to prioritise workloads.</p> <p>Ability to work on own initiative.</p> <p>Ability to inspire pupils with an enthusiasm for learning.</p> <p>Good interpersonal and communication skills.</p> <p>Good team player.</p> <p>Good IT skills.</p>	<p>Willing to use parental help.</p> <p>Ability to lead INSET sessions.</p> <p>Ability to drive a school mini-bus.</p>
<b>Knowledge / Experience</b>	<p>Knowledge of best practice for Teaching and Learning.</p> <p>Up to date knowledge of current learning strategies.</p> <p>Professional understanding of the educational needs of children.</p>	<p>Evidence of continuous professional development.</p> <p>Experience of coordinating / organising fixtures.</p>
<b>Other</b>	<p>Enthusiasm for sports.</p> <p>Recognition of the delivery in cultures and nationalities within the School.</p> <p>Willingness to be involved in extra curricular activities including after school inter school competitions.</p> <p>Support of the School's Catholic ethos.</p>	