**Woolston Brook School**

**Job Description/Person Specification**

**Job title:** **PE Instructor**

**Pay Range:**  **Unqualified Teachers Scale**

**Hours:** 1265 hours per year max.

**Contract type:** Full time, Permanent

**Responsible to:** Assistant Heads and/or Deputy Head (teaching and learning)

**Responsible for**:Deployment of class teaching assistant

**Main Purpose**

To deliver high quality PE and school sports to pupils. Responsible for co-ordination and development of school activities and local community links. To ensure that the school physical education programmes complement and enhance pupil’s personal and social development and school’s CAIEG plan.

**Duties and Responsibilities**

* To implement and deliver a broad, balanced, and inclusive curriculum for pupils which also supports the Careers education programme in school
* To monitor and support overall progress and development of pupils and therefore contribute to raising standards of pupil progress and outcomes
* To facilitate and encourage a learning experience which provides all pupils with the opportunity to achieve their individual potential
* To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth
* To offer active support for the schools policy and procedures in relation to learning and behaviour

**Principal accountabilities/activities**

* To teach pupils according to their starting points, taking in to account their educational needs, including those in their Education Health and Care Plans
* To assess, record and report on the attendance, progress, development and attainment of pupils and to keep and provide records as required
* To contribute to reports, references and assessments of pupils as required
* To ensure that ICT, literacy and numeracy opportunities are provided across programmes of learning
* To ensure a high quality learning experience for pupils which meets internal and external quality standards
* To use a variety of learning and teaching methods which will stimulate learning appropriate to the pupils’ needs and the demands of course specifications
* To implement behaviour improvement strategies in accordance with the school’s policies and procedures
* To encourage attendance, punctuality, and good standards of work and homework
* To undertake assessment of pupils’ work in accordance with the requirements of external examining bodies
* To deploy Teaching Assistants and resources effectively within the learning environment
* To work as a member of a team
* To plan and prepare lessons and undertake designated programmes of teaching
* To take part in the Staff Development Programme
* To engage actively in the Performance Management process
* To contribute to the monitoring and evaluation procedures within the school– including evaluation against quality standards and performance criteria
* To take part in review, development and management of the curriculum, organisation and pastoral functions of the school
* To maintain records and to provide up-to-date and accurate information for registers
* To communicate effectively with parents/carers/guardians as well as external agencies where appropriate and to follow agreed communication procedures
* To take part in open days and community events as appropriate
* To act as a for tutor if required, and promote the attendance, general progress and well-being of pupils and form group as a whole
* To encourage pupil participation in wider school life
* Plan, organise and run sporting activity clubs in a variety of indoor and outdoor settings, including after school.
* Support the lunchtime duty staff with resources and activities on the playground to promote physical activity and collaborative play through sport
* To keep an inventory of all equipment and ensure it is maintained to a high standard, reporting repair of any faults in accordance with all appropriate procedures and risk assessments.
* To attend daily whole staff briefings, to alert staff to problems experienced and progress made by pupils
* To communicate with parents/carers and external bodies over matters connected to the learning and well-being of the pupils
* To play a full part in the life of the School community and support the ethos, aims and mission statement of the School and encourage others to follow this example
* To promote actively the School corporate policies
* To promote personal development as agreed
* To comply with the School code of conduct (including dress code), and health and safety policy and practice

**School to community links:**

* Establish and develop sustainable links with local schools, sports clubs and other community providers
* Encourage and support young people to access local sports clubs and community provision
* Make effective use of community providers to support and enhance school sport provision

The tutor will be required to safeguard and promote the welfare of children and young people, and follow school policies

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the head teacher or line manager.

**Person Specification**

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| criteria | qualities (e = Essential, D = Desirable) |
| **Qualifications  and experience** | * Level 3 qualification (A Levels or equivalent) in a subject linked to area of work - E * GCSEs at grades 9 to 4 (A\* to C) including English and Maths - E * Degree **- D** * Minimum of 3 years’ experience of working with children - E * Experience of planning and leading teaching and learning activities - E * Team Teach (Intermediate) Qualification or commitment to achieve this within 6 months of start date - E |
| **Skills and knowledge** | * Excellent literacy and numeracy skills - E * Excellent organisational skills - E * Ability to build effective working relationships with pupils and adults - E * Skills and expertise in understanding the needs of all pupils - E * Knowledge of how to help adapt and deliver support to meet individual needs - E * Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in the classroom - E * Excellent verbal communication skills - E * Active listening skills - E * Ability to meet deadlines - E * The ability to remain calm in stressful situations - E * Knowledge of guidance and requirements around safeguarding children - E * Good ICT skills, particularly using ICT to support learning - D * Understanding of roles and responsibilities within the classroom and whole school context - D * Understanding of effective teaching methods for pupils with social emotional and mental health needs - E * Knowledge of how to successfully lead learning activities for a group or class of pupils - E * Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support - D * Knowledge of how to facilitate learners accessing the curriculum in accordance with the SEND code of practice - D |
| **Personal qualities** | * Enjoyment of working with children and high expectations of what they can achieve - E * Sensitivity and understanding, to help build good relationships with pupils - E * A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school - E * Commitment to maintaining confidentiality at all times - E * Commitment to safeguarding pupil’s wellbeing and equality - E * To be a team player - E |

**Notes:**

This job description may be amended at any time in consultation with the post holder.

**Last review date:** 31st May 2021

**Next review date:** Summer term 2024

**Head teacher/line manager’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_