

Carden Primary School

Job description form

School vision

Together we aspire, learn, achieve and thrive

Employment details

Job title:	Physical Education (PE) Specialist Teacher
Reports to (job title):	Head Teacher
Hours of work:	Part Time – job share 2 days
Level and scale point:	TMS / UPS

Main duties/responsibilities

General
Undertake all the duties of a qualified teacher as described in the School Teachers' Pay and Conditions Document (STPCD).
Teaching and curriculum
Undertake teaching duties within a designated year group and curriculum area.
Assist in whole school and year group lesson planning which meets the needs of all pupils.
Work as part of the curriculum team.
Monitor and assess pupils' results and progress, ensuring appropriate records are kept, and use the data to inform targets, lesson plans and differentiated schemes of work.
Develop teaching and assessment materials.
Prepare pupils for internal and external assessments.
Assist with the administration of internal and external assessments.
Meet with parents to report on pupils' progress and educational needs.
Contribute to development planning, evaluation and quality improvement processes.
Physical education
Promote, develop and support the delivery of high quality PE teaching and learning within the school.
Assist other staff to develop confidence and competence in teaching PE by acting as a mentor.
Play a fundamental role in providing a broad and engaging PE curriculum.
Use PE as a catalyst for whole school improvement.
Review and update schemes of work in line with updates to the national curriculum.
Support the delivery of school sports clubs aimed at the least active and most vulnerable children.
Develop plans and opportunities for children to become more active and lead healthier lifestyles.
Develop links with local schools to promote friendly contests.
Work in partnership with school games organisers to plan and implement appropriate sport competitions.
Develop talent pathways for exceptional children.
Continue to develop and maintain links to both local and national bodies.

Play a leading role in preparing children for competitions, transporting them to and from competitions, and coaching them during competitions.

Record keeping

Develop and use effective systems for planning, assessment and record keeping in PE.

Professional development

Undertake appropriate and agreed continued professional development.

Participate in and where appropriate lead whole school and individual INSET programs.

Share expertise, in particular PE expertise, with other members of staff.

Health and safety

Implement appropriate health and safety policies and procedures in order to ensure a safe, effective and child friendly environment in all lessons and activities.

Actively seek out and implement best practice safety procedures.

Managing resources

Contribute to the effective deployment of support staff and resources.

Pastoral duties

Support the school's pastoral system, within the year group and class, and with individual pupils.

Additional duties

Play a fundamental part in the life of the school community, supporting the ethos of the school, and encourage staff, parents and pupils to do likewise.