

Brentwood Ursuline Convent High School



Teacher of Physical Education

Post held: Teacher of Physical Education

Responsible to: Head of Department

Salary scale: MPS/UPS

Responsible for: Development of Physical Education as a departmental subject and a whole school activity

Duties: The professional duties of all teachers, (other than the Headteacher) are set out in the STPC and describe the duties required of all mainscale posts. In addition, the description of the requirements of the post of Teacher of Physical Education at Brentwood Ursuline Convent High School, along with the particular duties expected of the post holder have been set out below:

Major duties: Under the overall direction of the Headteacher and the light of the school's mission statement to undertake the following responsibilities.

1. Teaching of Physical Education, including planning and preparing courses and lessons; setting and marking of work; and assessing, recording and reporting on development, progress and attainment.
2. Preparing students for public examinations, assessing students for the purposes of such examinations, recording and reporting such assessments and attending meetings connected with the conduct of public examinations.
3. Communicating and consulting with the parents of students, including the writing of reports and attendance at parents' evenings and open evenings.
4. Maintaining good order and discipline among the students he/she is teaching.
5. Participating in departmental meetings.
6. Working as a member of a team in the shaping of Departmental policy and practice, introduction of curricular initiatives, the preparation and development of schemes of work, units of study and methods of teaching and assessment.
7. To participate fully in the extra-curricular activities of the PE department.
8. To run extra-curricular PE activities.
9. Contributing to the provision of resources and teaching materials and taking some responsibility for care of stock.
10. Participating in appropriate administrative and organisational tasks in order to ensure the smooth running of the Department.
11. Taking responsibility for a designated area of the curriculum or curriculum innovation or project.
12. Keeping up to date with curriculum innovation, participating in arrangements for INSET, contributing to his/her own professional

development.

13. Working collaboratively with support teachers in the classroom.
14. Taking responsibility for the monitoring and support of a student teacher taking his/her class (when required).
15. Setting work for his/her classes where absence is known in advance and setting work for absent colleagues where required.

In particular:

In conjunction with other staff to:

1. To draw up a scheme of work(s) and programmes(s) of study for the subject or subject areas, constantly reviewing and updating content and method of delivery.
2. To monitoring the progress and standards achieved by the students, seeing that homework is set and marked regularly, and profiles and reports produced. Supervising the organisation of classwork, setting or banding arrangements, and the transfer of students between sets.
3. To be responsible, in conjunction with the Head of Department, for the resourcing of the department.
4. To ensure that arrangements have been made to provide work for absence..
5. To contribute to the planning and organisation of year group parents' meetings, consultation days and option/open evenings.
6. To coordinate events organised by the department - outings, matches, competitions, etc - ensuring that the necessary permissions and forms have been dealt with.
7. To undertake the role of a Form Tutor.

Other

1. Contribute to the ethos of this Catholic school.
2. To carry out any other duties relevant to the department or member of staff as directed by the Headteacher.
3. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.