# A black circle with white text and trees  Description automatically generated**Job Description** Durham County Council logo

| **Post title** | PE Teacher – Maternity Cover  |
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| **Job Evaluation** | Yes/**No** |
| **Grade** | Salary MPS/UPS + SEN 1(SEN 2 may be awarded dependent upon qualifications) |
| **Service** | Schools |
| **Service area** | The Oaks Secondary School  |
| **Reporting to** | The postholder will be accountable to the Executive Head Teacher/Head of School |
| **Location** | Your normal place of work will be The Oaks Secondary School |
| **Disclosure and Barring Service (DBS)** | This post **is subject to an Enhanced Disclosure** |

## **Duties and Responsibilities**

1. To undertake the role of the Physical Education Teacher and to ensure that effective and appropriate schemes of work are in place which meet the needs of all students

2 Creating and maintaining a safe, secure working environment

3. Keeping up to date with the requirements of the National Curriculum and other National Strategies for specified subjects and Life Skills based curricula.

4. Planning and preparing lessons effectively and in line with school policies and procedures

5. Teaching specified subjects across the school, ensuring that the individual needs of each pupil/student are met, through appropriate teaching methods and the use of carefully selected resources, regularly reviewing own practice

6. Effectively planning for and deploying learning support assistants and/or supervisory assistants assigned to you

7. Assessment, recording and reporting pupil progress and achievement according to the policies and procedures of the school including providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils and participating in arrangements for external examinations or other accreditation

8. Providing appropriate feedback to pupils in line with school policies

9. Promoting the general progress and well being of individuals and groups of pupils/students

10. Supporting pupils to manage their behaviour, through good role modelling, using praise and positive reinforcement. To follow the school procedures for safeguarding and behaviour management policies, working in close co-operation and consultation with staff, whilst on the school premises and when engaged in off-site school education.

11. To be assist with the lunchtime and extra-curricular sports clubs. To show a willingness to offer sports activities to students.

12. To offer appropriate accreditation for all students in Key Stage 3, 4 and 5

13. Developing and maintaining effective relationships with parents

14. Developing and maintaining good relationships and teamwork across the school

15. Working with outside agencies and members of the multi-professional team to ensure that the needs of each individual students are met

16. Providing an appropriately stimulating learning environment, keeping rooms tidy and attractive and promoting good standards of work

17.Contributing to displays in school

18. Undertaking further training and professional development

19. Participating in staff meetings

20. Taking part in assemblies and acts of corporate worship

21. Liaising with other professionals in order to support successful transition

22. To contribute to the student’s pastoral welfare and take a role in leading a class group for the Rights, Respecting Schools Curriculum.

23. To take a proactive role in supporting and organising a variety of sporting activities and events alongside other special schools and help support the Durham and Cleveland, Darlington and Cleveland Special Schools Sports Association (DCDSSSA).

24. To have an awareness of individual pupils’ physiotherapy programmes and incorporate these into PE lessons

25. Any other reasonable duties which may be asked by the head teacher to ensure the smooth running of the school

This job description is subject to regular change and may be altered to ensure the smooth running of the school.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to pre-employment and DBS Enhanced Disclosure checks.

## **Organisational Responsibilities**

### **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

### **Smarter working, transformation, and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

### **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

### **Health, Safety and Wellbeing**

To take responsibility for health, safety, and wellbeing in accordance with the council’s Health and Safety policy and procedures.

### **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

### **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

### **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

### **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

### **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

### **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

### **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

## **Person Specification**

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| **Attributes** | **Essential** | **Desirable** |
| **Application** | * Well structured and presented supporting letter indicating beliefs and understanding of important educational issues
* Fully supported in reference
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| **Qualifications** | * Qualified teacher status
 | * Recognised qualification in the education of pupils with SEN
* Specialist qualification in the teaching of PE
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| **Experience** | * Experience of working successfully and co-operatively as part of a team within a school
 | * Experience of teaching PE to pupils in Key Stages 3, 4 and 5
* Experience of teaching pupils with special educational needs
* Experience of teaching Outdoor Education
* Experience of working as part of a multi-professional team
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| **Skills and Knowledge**  | * Ability to communicate effectively in a variety of situations
* Ability to work as part of a multi-professional team
* Proven classroom management skills
* Ability to teach PE to young people with a wide range of learning difficulties and disabilities
* Ability to motivate and inspire learners
* Ability to lead, and work as part of a supportive and effective team
* A strong commitment to improving professional practice through on going and appropriate professional development
* A clear vision and understanding of the requirements of pupils with special educational needs
* Understanding and knowledge of current issues relating to education.
* A good, up to date knowledge of a range of teaching, learning and behaviour management strategies and how to adapt them
* Clear knowledge of the requirements of the PE curriculum for learners in Key Stages 3-5 and ability to adapt the curriculum to meet the needs of learners with special educational needs
 | * Evidence of relevant professional development
* Practical understanding of the range of behaviour that pupils with SEN present
* Knowledge of suitable accreditation relevant to young people with learning difficulties and disabilities
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| **Personal Qualities** | * Ability to demonstrate enthusiasm and sensitivity whilst working with others.
* Ability to manage change
* Ability to work with parents as partners
* Willingness to undertake lunch time and extra-curricular activities with groups of learners
* Evidence of being able to build and sustain effective relationships with staff, governors, parents, other agencies and the wider community
* Flexibility and adaptability in order to be able to mix and work with a wide range of people
* Personal resilience
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