



Willow Tree School Sport Partnership - Job Description PE Teacher/School Sport Coordinator

SECTION ONE:

Job Title: PE Teacher/School Sport Coordinator

Reports to: Partnership Development Manager/School Games Organiser

Date: March 2020

SECTION TWO:

RESPONSIBILITIES AND TASKS

In addition to the responsibilities below, a School Sport Coordinator is required to carry out the duties of a teacher as outlined in the Conditions of Employment.

The responsibilities and tasks of a teacher in the Willow Tree School Sport Partnership fall into four key areas:

Key Area 1 – Teaching Standards:

- To be aware of documentation relating to School organisation as laid down in the Staff Handbook and other School Policy documents.
- To play a part in the implementation of School policies with respect to general School duties.
- To implement the School's Policies on equal opportunities and inclusive education.
- To have responsibility for the care and welfare of all students and, when necessary liaise with school staff as appropriate.
- To attend staff, line management and departmental meetings as stipulated by the school.
- To support the School's performance management system.

Key Area 2 – Strategic Planning:

- To provide support and guidance to Head teachers, Heads of Department and Primary PE Coordinators in writing their PE and School Sport Development plan.
- To carryout actions as outlined in the Development plan and report on the impact these actions have on the pupils.
- To support school policies for monitoring and evaluation of curriculum, planning and delivery of PE.
- Ensure the work of the partnership is innovative and sustained through links with other agencies, National Governing bodies and key partners.
- Manage the implementation, co-ordination, monitoring and evaluation of one strand of the

Partnership's Development Plan as identified by the Partnership Development Manager/School Games Organiser.

- To sit on the Partnership's steering group.
- To assist the Partnership Development Manager/School Games Organiser with fulfilling the requirements of the Partnership's data collection process.
- To assist with the quality assurance of key partners as identified by the Partnership Development Manager/School Games Organiser.
- To support schools (inc. Special schools) in exceeding the key objectives outlined by National strategies for PE and School Sport:
 - i.) To improve the quality of existing PE teaching through continuing professional development in PE for generalists, so that all primary pupils improve their health, skills and physical literacy, and have broader exposure to a range of sports.
 - ii.) To increase participation levels in competitive sport and healthy activity of pupils, and maintain these into adolescence as outlined in the Childhood Obesity plan.
 - iii.) Schools understand and value the benefits of high quality PE and sport, including its use as a tool for whole school improvement.

Key Area 3 – Teaching and Learning:

- To have secure knowledge of the current National Curriculum requirements in the different Key Stages (1-4) for Physical Education.
- To teach classes and insets agreed in consultation with the Partnership Development Manager, Headteachers and Primary PE Coordinators.
- To prepare high quality lessons and assorted materials, ensuring that teaching materials and methodologies support the achievement of the Schools Sport Partnership and specific school's PE Departments aims and objectives.
- To assess and moderate pupil's work at all Key Stages, as appropriate.
- To monitor and record pupil's achievements in line with the school policies on assessment, recording and reporting.
- Ensure **ALL** young people are included in the partnership's physical education and sport programme
- Improving the quality of PE lessons through mentoring/curriculum support for class teachers.

Key Area 4 - Co-curricular Responsibilities:

- To support approximately 15 schools (inc. Special schools) in meeting the aims of the Partnership and National programmes, including:
 - iv.) Working with schools to improve the quality and range of opportunities to encourage all young people to engage in School Games intra-school competition
 - v.) Working with schools to improve the quality and range of schools sports opportunities to encourage more young people to engage in School Games inter-school competition.
 - vi.) Working with schools to increase uptake of young people actively involved in leadership and volunteering.
- To liaise with and contribute to the work of colleagues and Partnership schools in cross curricular work.

Staff will be asked to undertake any other such duties commensurate with the post, as and when they may be required as specified by the Partnership Development Manager/School Games Organiser.