



**BROADLEAF**  
PARTNERSHIP TRUST

A growing family built on collaboration

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## **JOB DESCRIPTION**

<b>Title of Post:</b>	Teacher of Girls' PE – Fixed term, maternity cover
<b>Salary:</b>	Teachers' Pay Range according to qualifications and experience
<b>Effective from:</b>	September 2022

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## **PHYSICAL EDUCATION DEPARTMENT**

### **Introduction to the Post**

This is a temporary maternity cover post to commence in September 2022. This post is suitable for ECTs and experienced staff. It is payable on the Teachers' Pay Range according to qualifications and experience.

### **Introduction to the PE Faculty**

The PE Faculty consists of five specialist staff. The Faculty will be led by a Subject Leader and supported by an Assistant Subject Leader.

As a team, we work hard to inspire our pupils by passing on our passion and enthusiasm for the subject. Faculty meetings are used as an opportunity to share good practice and further develop teaching and learning. We aim to develop pupils by offering opportunities outside of lessons and run inclusive extra-curricular activities where any enthusiastic pupil can come and 'have a go'.

In Key Stage 3 all pupils study a range of winter and summer sports and have a sports hall, fitness suite, playing fields and two multi use games areas to deliver the PE curriculum. The variety of sports delivered includes Netball, Badminton, Football, Rugby, Hockey, Fitness, Cricket and Tennis. Our aim is to promote positive learning experiences for the students we teach in Core and Examination Study pathways.

In terms of curriculum time, students currently have 4 hours of PE a fortnight in KS3, 3 hours in Y10 and 2 hours in Y11 of Core PE. Students opting for GCSE PE currently have 5 hours in Y10 a fortnight and 5 hours in Y11. Extra-curricular clubs are offered most lunch times and after school. All students are encouraged to attend and develop their physical, social and emotional health.

Teaching PE at Plantsbrook is enjoyable, demanding and rewarding. We believe that our pupils deserve the best education and that teachers are the most valuable resource in its delivery.

**PLANTSBROOK SCHOOL**  
**GENERIC TEACHER JOB DESCRIPTION**

**1.0 JOB TITLE**        Subject Teacher/Form Tutor

**2.0 JOB PURPOSE** To promote the general progress and well being of individual pupils and of any class or group of pupils assigned to you principally but not exclusively by teaching and as a Form Tutor if required.

**3.0 DUTIES AND RESPONSIBILITIES**

**3.1** Those duties and responsibilities undertaken by a teacher in relation to the teaching of children and the organisation of Broadleaf Partnership Trust:

- a) Planning and preparing work for pupils assigned to you.
- b) Teaching according to their educational needs, the pupils assigned to you, including the setting and marking of class work and homework carried out by those pupils, the number of lessons should not normally exceed that limit which has been agreed in the school.
- c) Assessing, recording and reporting on the development, progress and attainment achieved by those pupils assigned to you.
- d) Communicate with pupils, parents and carers in accordance with the school ethos, policies and practice.
- e) Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- f) Regularly reviewing your methods of teaching and programme of work.
- g) Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.
- h) Taking all reasonable steps to maintain good order and discipline among pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere.
- i) Participate, as appropriate, in meetings at the school which relate to the curriculum, administration or organisation of the school.
- j) Participate in arrangements, as appropriate, for preparing pupils for public examination and assessment approved by the Secretary of State, recording and reporting such assessments and participating in arrangements for pupils' presentation for and supervision during such examinations.
- k) Participate in an equitable system of cover in accordance with policies agreed between the School and the recognised Teacher Associations.
- l) Attending assemblies unless a dispensation has been granted, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions in accordance with school policy.

### **3.2 SPECIFIC**

- a) To ensure that the register is marked punctually and kept up-to-date as required by the law. All absence should be accounted for by notes from parents or guardians and any problems reported to the Achievement Co-ordinator for the appropriate Year Group in the first instance.
- b) To deliver sequenced lessons and promote a positive learning environment for the students in each group.
- c) To contribute to and assist as required in keeping up-to-date the pupil records for each pupil in the groups you are assigned too.
- d) To contribute to references, reports to outside agencies and the like, in consultation with colleagues.
- e) To implement the School Policy on personal appearance, uniform and behaviour of the pupils.
- f) To help pupils with individual guidance as necessary.
- g) To attend assembly with the form unless a dispensation has been granted.

### **4.0 LINE MANAGEMENT – RESPONSIBILITY TO AND FOR**

- 1. Responsible to the Headteacher (through Subject Leader and Departmental Supporter).
- 2. To an Achievement Co-ordinator for any tutorial activity.
- 3. Responsible for the supervision of persons providing support in the classroom.

### **5.0 PERFORMANCE MANAGEMENT AND DEVELOPMENT**

Teachers on the Main, Upper and Unqualified Teachers' pay scales will have their salary reviewed annually in accordance with the Trust Pay Policy.

**If appropriate, for the postholder:**

**UPR:**

An application from a qualified teacher to progress on to the upper pay range will be successful where they can demonstrate that they meet not only the Teachers' Standards, but are highly competent in all elements of the standards and that their achievements and contribution are substantial and sustained.

### **6.0 REVIEW AND AMENDMENT**

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the postholder but only after full consultation with the postholder.

Job description issued, after consultation, by Mr J Farr, Headteacher.

## **PERSON SPECIFICATION**

### **Professional Qualities**

You will:

1. Be an excellent teacher.
2. Have good classroom management skills and be able to help other departmental colleagues if needed.
3. Be committed to teamwork as a style of management, both within the department and within the school.
4. See your subject as being part of a wider picture which includes the whole curriculum.
5. Be committed to improving student achievement, including monitoring attainment, target setting and mentoring underachievers.
6. Be an efficient administrator.
7. Be committed to staff development and training, including performance management.
8. Be committed to equal opportunities and success for everyone in a comprehensive school.
9. Be committed to safeguarding and promoting the welfare of children and young people.
10. Be committed to the concept of the school at the heart of the community.

### **Personal Qualities**

You will:

1. Enjoy working with young people and treat them with respect.
2. Be able to motivate and inspire students.
3. Be optimistic, enthusiastic and 'generous of spirit'.
4. Have a sense of proportion and humour.
5. Be equally literate and numerate, including using ICT.
6. Have the personality to deal with student discipline problems firmly and fairly.

### **TO APPLY:**

If you would like to apply for the post, please complete the application form enclosed, together with other relevant information in support of your application.

**The application form and details are also available on our website:**

<https://plantsbrookschool.co.uk/staff-vacancies/>

**Closing Date: Monday 23 May 2022, 4pm**

***Candidates are encouraged to submit their applications as soon as possible as we reserve the right to interview earlier and withdraw the advert if a suitable candidate is appointed***

I look forward to reading your application. If you are shortlisted for this post you will be contacted by telephone. It is our practice, as part of the interview process, for interviewees to teach a 30 minute session, observed by a senior member of staff.

Mr Jason Farr  
Headteacher

*Broadleaf Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

***Please note successful candidates for all Broadleaf Partnership Trust vacancies will be requested to apply for an Enhanced Disclosure from the Disclosure and Barring Service, although a criminal record will not necessarily be a bar to obtaining the position.***