



DAVENANT FOUNDATION SCHOOL

JOB DESCRIPTION

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| Job title: | Teacher of P.E. |
| Responsible to: | Head of Teaching and Learning Area (P.E) |
| Duties: | The School Teachers' Pay and Conditions Document specifies the general professional duties of all teachers. The teacher is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they make contact. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner. |
| Contact time: | Up to 44 lessons per fortnight |

GENERAL RESPONSIBILITIES

CURRICULUM

- Preparing, teaching and evaluating lessons across all key stages including GCSE and A Level PE throughout an agreed age and ability range in accordance with statutory requirements, school aims and objectives, school policies and Curriculum Area schemes of work.
- Contribute to the development of the department including schemes of work, teaching strategies and assessment.
- Using a range of teaching and learning strategies and resources so that individual pupils have access to the curriculum.
- Contributing to the teaching of cross-curricular themes, skills and dimensions.
- Fully involved in the extra curricula provision of the school during and out of school hours.
- Attend department and other appropriate meetings.

PUPILS

- To establish and maintain high levels of expectations in pupils.
- To ensure that the school and department guidelines on behaviour, presentation of work and completion of homework are implemented.
- To follow procedures for the assessment and recording of pupil progress in line with school and national policy.
- To ensure that pupil records are passed on from year to year.
- To ensure that pupils and their parents are provided with information and guidance about their child's progress and opportunities offered by the PE department at Key Stage 3, Key Stage 4 and Key Stage 5.
- To meet deadlines for the completion of reports and projects.



- To ensure liaison with the Head of Teaching and Learning Area (P.E), pastoral and learning support staff over individual pupil needs, especially during times of stress.
- To monitor attendance and punctuality of pupils and ensure up to date registers.
- To assist in the discipline and praise of individual pupils.
- Being familiar with and supporting all school policies, especially those on behaviour, discipline, pupil welfare and Health and Safety. Communicating problems of a pastoral nature to the form tutor in the first instance.
- Ensuring that pupils use equipment safely.
- Liaising with the Learning Support Co-ordinator and the form tutor over pupils with Special Educational Needs and modifying teaching accordingly.
- Ensuring that homework is set in line with school and department policy, recorded using Talaxy, and regularly marked, and that records of marks are maintained.

ASSESSMENT

- Assessing pupils' work in accordance with statutory requirements and school policy. Maintaining a record of pupils' attainments. Using Assessments to diagnose pupils' individual strengths and weaknesses and planning subsequent teaching accordingly.
- Writing reports on pupils and attending meetings with parents.
- Assisting the Head of Teaching and Learning Area (P.E) in setting and marking internal examinations.
- Ensuring that external examination requirements are satisfied.
- Recommending individual pupils for particular examination courses.

SCHOOL DUTIES

- Undertaking duties, clubs before school, at break, and after school on a rota basis.

GENERAL

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

FORM TUTOR

- Offering care and support to pupils in all aspects of their school life and preparing them for adult life, developing a knowledge of each pupil as an individual, and enabling pupils to play an active role in all aspects of the school's tutorial programme.



- Completing attendance registers at the beginning of morning and afternoon school.
- Recording and monitoring punctuality records and referring persistent lateness to the Head of Year.
- Attending assemblies and accompanying tutor groups to assemblies to ensure they arrive in an orderly manner.
- Guiding tutor groups to produce at least one assembly per year.
- Completing the tutor's report in accordance with the guidelines on report writing.
- Checking uniform and referring any problems to the Head of Year.
- Preparing form representatives for council meetings and supervising the feedback of information from these meetings.
- Keeping records of pupils' progress, achievements and responsibilities.
- Attending meetings of Form Tutors as directed.
- Ensuring form notice boards are updated and ensuring that the form base is tidy at the end of all tutor periods and registrations.
- Being available to discuss pupils' concerns with them.
- Referring all pertinent information to the Head of Year, particularly when required for reports or references.
- Encouraging pupils to participate in extra-curricular activities and organising their participation in inter-form activities.
- Acting as a first point of liaison with parents, in consultation with the Head of Year.

Davenant is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place, which promote safeguarding and safer working practice across the school.