

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Teacher of PE & Head of Year (Maternity Cover)	Location	Abbeyfield School
Salary	MPS/UPS + TLR 2	Hours	January 2027 start date, full time, 1 year fixed term
Department	PE	Reports To	Head of Department

JOB PURPOSE:

To teach across the ability and age range and act as a form tutor. Promote and uphold the values and ethos of the school and Creative Education Trust such that the highest achievements are expected from all members of the school community. Act as a role model for staff and students. Take part in relevant training and development.

To be a part of the pastoral team with an absolute focus on effective teaching and pastoral support to ensure students' behaviour for learning, well-being, and academic achievement and progress is very good.

The post will report directly to SLT and Head of Faculty for their teaching responsibilities.

KEY RESPONSIBILITIES AND DUTIES:

Leading Teaching & Learning

- Make a contribution to ensuring high quality teaching and learning across the department leading to good or better academic progress for students.
- Promote the development of students' moral, spiritual, physical and social progress.
- Ensure the consistent implementation of robust tracking and monitoring systems that accurately identify and evidence students' ongoing and projected progress in classes taught.
- Ensure that assessment for learning is embedded in all lessons so that students understand fully what they need to do to make the best possible progress.

Student Welfare

- Ensure students are all informed about curriculum attainment and progress and are able to understand targets and improvements.
- Ensure good behaviour around school and in lessons is maintained and staff expectations are high and establish a culture of praise and consistent applications of consequences.
- Proactively promote an atmosphere of respect, recognition, celebration and mutual support in the school.
- Maintain an environment which feels safe and enables students to report any concerns or complaints.

Partnerships & Promotion of the School

- Support partnership working, particularly with sister schools within Creative Education Trust, to ensure that this is a strength of the school and enhances the opportunities available to students.

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- Where possible actively support and establish links with other learning establishments and employers and training providers to maximise opportunity for students.

School Ethos & Community

- Support the school in achieving the British values of diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.
- Actively support a culture where all members of the school community respect others and their physical surroundings.
- Support the personal development of students and contribute to maintaining a caring climate in which self-confidence, self-respect and social responsibility are encouraged.
- Contribute to the wider life of the school.

Head of Year Responsibilities

- Organise and lead assemblies.
- Attend parental engagement activities and organise/lead as appropriate.
- To lead a team of tutors to ensure outstanding pastoral care.
- To ensure tutor time is a high-quality learning time.
- To review data for behaviour, progress, attendance, rewards and present this with detailed actions to SLT.
- To intervene when student behaviour or progress is a concern, working with staff, parents and outside agencies providing support and appropriate sanctions to bring about an improvement.
- To ensure the use of consistent and fair protocols for rewards and sanctions.
- To ensure high levels of student attendance.
- To be a designated safeguarding member of staff and be an active member of the CP team.
- To be responsible for year group specific milestones.
- To facilitate effective restorative practice with students' parents and members of the community.
- To promote positive attitudes to learning by through the effective use of rewards and mentoring.
- To work alongside the student leadership team to promote a positive ethos across the school.
- To act as a role model to staff, particularly demonstrating high expectations, excellent punctuality, professionalism, adherence to teachers' standards and attendance.
- To line manage an Assistant Head of Year.

School Improvement

- Participate in directed meetings related to the curriculum, pastoral arrangements or administration of the school.
- Contribute towards the work of groups established to develop and monitor school improvement.
- Take part in the arrangements for teacher appraisal and training review and participate in staff development programmes organised by the senior colleague responsible for their professional development.
- Participate in and contribute to the normal management processes of the school.

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Supporting the Work of Creative Education Trust

- Contribute to collaborative work across Creative Education Trust schools participating in trust-wide work and projects.
- Participate in Creative Education Trust and sector wide activities in order to share best practice
- Undertake any other reasonable duties deemed appropriate to the role.

JOB REQUIREMENTS:		
	Essential	Desirable
QUALIFICATIONS	• Good honours degree level • Qualified teacher	
EXPERIENCE	• Successful experience of using target setting, data analysis and curriculum innovation to improve performance. • Evidence of promotion of innovation in teaching and learning. • Experience of teaching at KS3 and 4 PE	• Experience of teaching at A level
KNOWLEDGE AND UNDERSTANDING	• Knowledge of the PE Curriculum and assessment • The ability to develop a philosophy of high aspiration and expectation for every student giving cognisance to SEND, equal opportunities, diversity, ethos and student management. • The ability to analyse performance and to articulate reasons behind successful achievement and poor performance and successfully address this.	
SKILLS AND PERSONAL ATTRIBUTES	• High expectations of self and others • Resilience and motivation to manage day-to-day challenges • Strong organisational skills • Effective and skilled at implementing systematic behaviour management	

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	systems with clear boundaries, sanctions, rewards and praise. • Takes personal responsibility for their own actions • Excellent critical thinking skills; has intellectual curiosity, rigour and a creative approach to solving problems • Proven ability to be able to build effective relationships between pupils, families and staff • An ability to enthuse and engender a desire for learning • Commitment to inclusive education providing opportunity for achievement for all. • Integrity, openness, energy and enthusiasm. • Strong interpersonal, written and oral communication skills.	
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • Empowering Ambition: Supporting personal growth, innovation and high performance. • Championing Equity: Promoting fairness, inclusion and high expectations for every student. • Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

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