



JOB DESCRIPTION

POST:	Teacher of PE
Salary Range	M1 – UPS3 £32,916 - £51,048
Responsible to:	Head of PE

JOB PURPOSE:

It is the role of the subject teacher to deliver high quality lessons to maximise students learning and contribute to the realisation of our mission statements:

- To provide a safe, nurturing environment that promotes happy confident learners possessing self-discipline, self-motivation and respect for others, who acknowledge their responsibilities toward each other and the wider community
- Through our teaching to allow students to develop into talented, ambitious young adults equipped with the intellectual and practical skills to enhance their own lives and of those around them
- To use our resources responsibly to secure maximum achievement in all aspects of our students' education

Responsibilities

Assessment and Feedback:

- To complete KS3 Continuous Assessments and KS4/5 progress checks and profiles carefully and promptly
- To adhere to the school's procedures for formal assessments and examinations

Attendance and Punctuality:

- To record attendance electronically in line with the school student information system
- To ensure that class registers are accurate and maintained on a timely basis.
- To insist on punctuality and to lead by example in this respect
- To ensure that each lesson starts and ends in an orderly fashion

Preparation:

- To ensure that all lessons are thoroughly prepared and carefully structured in line with the scheme of work and that the work is appropriate to the needs and abilities of each student
- To ensure that assessment tasks are well planned, organised and hold value.
- To utilise the most effective Learning and Teaching strategies in the planning of individual sequences of lessons.
- To use SEN profiles to inform learning, teaching and assessment practice
- To plan opportunities to utilise the expertise of support staff to aid all students in their learning on a 1:1 or small group basis within the classroom

Homestudy:

- To set homestudy that is relevant, meaningful and reasonable in length which extends the studies undertaken in school and provides students with valuable life-skills, experience in self-discipline and individual responsibility.
- To set homestudy regularly on the night/s specified in the homestudy timetable in accordance with the school policy and record it online on the homestudy log

- To expect home study to be completed and handed in on time. If home study is not handed in then appropriate action should be taken (for example, issuing a demerit)

Marking:

- To ensure that over time marking, and feedback reflects the purpose and principles of the school's 'Marking and Feedback' policy
- To mark work regularly using agreed strategies from the marking and feedback toolkit (i.e. in line with faculty practice)
- To maintain a secure overview of the starting points, progress and context of all students

Meetings:

- To attend and contribute to subject, faculty, year team and learning and teaching development group meetings as per the school's calendar
- To attend parents' evenings and any other meetings as directed by the Headteacher.

Students:

- To praise students in line with school policy on rewards (for example rewarding individual or collective achievements using commendations (the basic currency of all rewards))
- To adhere to the schools Behaviour Management Policy and utilise effective behaviour management strategies.
- To ensure that any unacceptable behaviour is recorded using a demerit. Any further unacceptable behaviour should be followed up as set out in the school's behaviour policy

Whole School Development:

- To assess, plan and teach to the same consistent high standard with common long-term goals in mind:
- To improve the impact of teaching and assessing on all our students, to improve their learning
- To improve the behaviour and learning skills of all our students, to improve their learning and improve the general learning ethos
- To improve the attendance of the lower attenders so they progress better
- To motivate a higher number of the brightest students from inside and outside Highcliffe School into joining our Sixth Form

Working Environment:

- To ensure that teaching areas are organised appropriately and provide a pleasant, stimulating and tidy working environment

General Conduct (including corridors and external areas):

- To work within the Code of Conduct and Guidelines for Safe Working Practices for the Protection of Children and Staff
- To be courteous to colleagues and students and provide a welcoming environment for visitors.
- To maintain high expectations which inspire, motivate and challenge our students
- To ensure high standards of personal and professional conduct consistently displayed

Duties:

- To know when and where your weekly duties are. All teaching staff will have two duties on a set day of each week. Duties should be attended promptly.
- To inform the Operations Manager (with as much advance notice as possible) if unable to attend a particular duty.
- To be proactive whilst on duty, moving around the duty area and interacting with the students, maintaining a positive presence
- To promptly address any examples of inappropriate behaviour from students

Associated Responsibilities:

- To work collaboratively within and across teach to monitor, self-evaluate and improve the quality of teaching
- To engage in the learning and teaching strategy by fully participating in the activities of the Learning and Teaching Development Groups
- To follow subject specifications and schemes of work and contribute to their enhancement and development
- To contribute to and make good use of the relevant curricular performance and student progress data to inform Learning and Teaching
- To take responsibility to extend professional expertise by seeking, identifying and undertaking relevant personal professional development
- To contribute to and comply with agreed policy and priorities as per the Learning and Teaching policy
- To undertake any other reasonable duty, as required, and from time to time, by the Headteacher
- To undertake any other duty as specified by STRB (not already mentioned)

Marketing

- Assist in effective recruitment and marketing e.g. by attending and supporting Open Evenings, producing press releases, website material and social media posts marketing the school where required. In addition, make regular personal use of school social media to promote activities, events and achievements in school.
- Ensure appropriate communication/consultation with students and parents, including the school's website and social media.
- Liaise with relevant agencies as appropriate.

Administration

- Maintain efficient and effective control of the relevant administrative processes, budgets and resources.
- Maintain efficient systems, budgets and resources related to behaviour, attendance and inclusion; ensure safe, secure environments and accurate MIS reporting and evidence packs for governors and Ofsted.
- Ensure a safe and secure working environment complying with Health and Safety guidelines.
- Maintain effective communication with staff, parents, carers, and external stakeholders.

Professional Development

- Responsible for identifying and acting on one's own professional development priorities through the Appraisal/PM process.
- Delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.
- Use the Appraisal cycle to assist in enhancing the professional development aspirations of colleagues.
- Keep up to date with new research, developments and best practice related to the role.

Other

- The member of staff will always carry out the duties and responsibilities of the post with due regard to the Trust's equal opportunities policies.
- Undertake any other reasonable duties as required by the Headteacher or their representatives.

DEPARTMENT SUBJECT INFORMATION INCLUDING KS4 & KS5 OPTIONS

The department is led by a Subject Leader and is composed of 7 members of teaching staff. The PE Department has access to a range of facilities including a gym, hall, fitness suite, dance studio, field and tennis/netball courts.

The PE Curriculum

- At Key Stage 3, all students have 4 lessons of PE per two-week cycle. The curriculum is designed so that students experience high quality lessons in a range of activities to develop their skills and competence. Students participate in intra-competition throughout the year to build their character and embed positive values. In Year 9 students are offered an additional theory-based lesson which gives students the opportunity to learn about a range of theory elements of Physical Education. This gives students excellent preparation for courses offered in Key Stage 4.
- At Key Stage 4, all students continue to follow a core PE programme with a wider range of activities as well as intra-competitions. Students also have the option to study one of two courses; OCR Cambridge Nationals in Sport Science and GCSE PE. Both courses are popular and cater for different abilities and interests of students. Results in these courses are very good due to the full commitment of the teaching staff who deliver well planned, high quality lessons.
- At Key Stage 5, courses offered currently include OCR Cambridge Technical in Sport and A level PE. These courses have been running for many years and are well established in the Sixth Form.

Curriculum Enrichment

- The PE department offers a range of extra-curricular activities that are very popular. These include football, rugby, netball, handball, fitness, athletics, rounders, cricket, tennis, basketball, table tennis and trampolining. We also have lunchtime and afterschool support for GCSE practical. Students participate in a range of local and county leagues and competitions throughout the year.

This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974 (as amended 2013 and 2020). An enhanced disclosure with a check of the Children's Barred List will be sought through the Disclosure and Barring Service as part of HISP Multi Academy Trust's pre-employment checks.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required. Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

May 2026

Name (Job Holder)	
Date	
Line Manager	
Date	

Highcliffe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

