



Job Description

Teacher of PE/Second in Charge of PE

School: Thornden

Salary: MPR / UPR

Hours: Full-time (Part-time considered)

Contract: Temporary (Maternity Cover)

Responsible to: Head of PE

Start date: ASAP

Closing date: 10th October 2024

Interview date: 16th October 2024

Job Purpose

- To teach PE to an excellent standard to all Key Stage 3 and 4 year groups.
- To assist in raising and maintaining standards of student attainment and achievement in the PE department.
- To promote learning and to monitor, support, and be accountable for student progress in PE.
- To ensure consistently high levels of professionalism are maintained.
- To promote the school's belief in creating a safe environment for students through robust safeguarding practices and maintaining an environment where students feel confident to approach any member of staff with a concern.

Primary Roles

Professional Standards

- To maintain the Teachers' Professional Standards at all times.
- To support the aims and ethos of the school as defined through school policies.
- To set a professional example of punctuality and attendance.
- To apply the school's reward and sanctions procedures consistently and fairly.
- To continue your own personal development in accordance with the school's Performance Management cycle.
- To contribute, where appropriate, to the professional development of other teachers.

Teaching Responsibilities

- To teach PE to an outstanding standard to students of all abilities in Key Stage 3 and 4.
- To plan all lessons with clear aims and objectives.
- To deliver lessons in line with department schemes of work and school policies.
- To scaffold work according to the abilities of different students.
- To encourage student engagement and active learning, reviewing their progress against set targets.
- To foster intellectual curiosity and create a positive classroom atmosphere.
- To manage inappropriate behaviour in line with the school behaviour policy.
- To set and regularly mark homework in line with the department's assessment policy.
- To keep detailed records of student progress in line with departmental and school policies.
- To attend departmental, tutor, and staff meetings.

- To work closely with Learning Support Assistants and other colleagues to personalise learning to meet the needs of students.
- To collaborate with the Head of PE and other teachers on curriculum development, teaching resources, programmes, and assessments.

Pastoral Responsibilities

- To act as a tutor, supporting the overall progress and development of students in your tutor group.
- To foster the wellbeing and progress of students in general.
- To take an interest in the personal and social needs of students, communicating appropriately with the relevant Tutor or Head of Year.

Communication and Management Information

- To ensure effective communication and consultation with parents and carers.
- To maintain accurate and up-to-date information on the school's management information system.

School Ethos

- To play a full role in school life, to support the ethos of the School and the HISP Multi Academy Trust, and to encourage all students to follow this example.

Other

- Undertake supervisory duties as required.
- Attend assemblies.
- Undertake all necessary training.
- Work cooperatively with colleagues toward shared goals.
- Comply with all school policies, including safeguarding, health and safety, and confidentiality.
- Promote and ensure the health and safety of students, staff, and visitors at all times.

Additional Duties if Appointed as Second in Department

Allowance: TLR 2A (£3,214)

In addition to the responsibilities listed above, the following duties apply if appointed as Second in Charge of PE:

Leadership and Management Responsibilities

- Assist in leading the PE department as Second in Charge, contributing to the raising and maintaining of standards of student attainment and achievement.
- Support the Head of PE in developing and implementing strategies to improve teaching and learning within the department.
- Monitor and evaluate the progress of all students in PE, ensuring high standards of achievement.
- Contribute to the professional development of colleagues in the department, offering guidance and support where needed.
- Actively support the Head of PE in planning, preparing, and reviewing departmental schemes of work, ensuring their alignment with the school's curriculum objectives.
- Help oversee the department's assessment and reporting processes to ensure consistency and fairness.

- Take a leading role in organising and managing PE resources, including equipment, lesson materials, and facilities.
- Deputise for the Head of PE when necessary, ensuring the smooth running of the department in their absence.

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.