**TEACHER OF PHYSICAL EDUCATION**

STANDARD SCALE TEACHER

**1. Subject Responsibilities:**

1. To plan, prepare and deliver courses and lessons according to the schemes of work of the appropriate department or subject.
2. To regularly set and mark class work and homework according to the policies of the

department and the School.

1. To assess, record and report on the development, progress and attainment of pupils in

relation to the National Curriculum, or other aspects of the School Curriculum, in the form

adopted by the School.

**2. Pastoral Responsibilities:**

1. To promote the general progress and well-being of individual pupils and of any class or

group of pupils assigned to him or her.

1. As a form tutor:

i) to register the tutor group and to keep a record of reasons for absence or lateness

according to the symbols in use by the School;

1. to ensure that members of the tutor group comply with the School's codes of conduct

and dress;

1. to monitor the pupil's use of homework diaries, ensuring that they are signed weekly

either personally or by the form prefects;

iv) to report on the academic and social development of the pupils in their tutor group;

(Those teachers not assigned to a tutor group may be called on to deputise for a form tutor from time to time and will be expected to undertake the above responsibilities as appropriate.)

**3. Attendance at after-school meetings:**

1. To attend full staff meetings, and other routine administrative meetings, notice of which is given in advance, either in the School Calendar, or on the staffroom notice board, or in some other appropriate manner. Part-time teachers are expected to attend those meetings which occur after sessions for which they are employed at the School.
2. Form tutors, and those designated as deputies, are expected to attend the pastoral meetings relevant to their particular section of the School.

**4. Attendance at Evening Meetings:**

1. To attend Parents' Evenings for those pupils for whom they exercise a subject responsibility.
2. To attend the Open Evening for potential Year 7 entrants.
3. To attend at least one Presentation Evening within a given calendar year (ie within the period January-December).
4. Form tutors allocated to the incoming Year 7 are expected to attend the New Intake Evening.

**5. In-service Training:**

1. Full-time members are expected to attend all INSET days. Part-time teachers are expected to attend the number equivalent to their teaching commitment (e.g. a teacher
2. teaching 60% of the week would be expected to attend 3 out of 5), but are welcome to
3. attend more.
4. All teachers are expected to participate in arrangements for their further training and professional development as teachers.

**6. Performance Management:**

To participate in arrangements made in accordance with the "Education (School Teacher Appraisal) Regulations 1992" for the appraisal of their performance and that of other teachers.

**7. Discipline, Health and Safety:**

To maintain good order and discipline among the pupils and to safeguard 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.

**8. Supervisory Duties:**

To participate in the supervision of pupils before and after school and during morning break, according to the duty roster displayed in the staffroom or other appropriate place.

**9. Cover:**

To supervise and so far as is practicable to teach any pupils whose teacher is not available to teach them (for no more than 38 hours in any school year) under the ‘Rarely Cover’ proposals.

**10. Public Examinations:**

To participate in the School's arrangements for the administration of all aspects of public examinations.

**11. Relationship of this Job Description to School Teachers' Conditions of**

**Employment:**

Whilst this job description is specific to Archbishop Tenison's School, it does not set aside any of the Conditions of Service laid out in the current "School Teachers' Pay and Conditions" Document.

**Teacher of Physical Education**

**The Person**

The person we are looking for should have the following:

* a recognised teaching qualification in Physical Education
* good teaching skills in a variety of sports and significant teaching experience in one or more secondary schools
* ability to communicate effectively
* the ability to communicate enthusiasm for Physical Education to pupils and to motivate them to achieve their full potential, whatever their level of ability
* a commitment to extra-curricular sporting activities, particularly for girls
* the ability to teach GCSE and A Level PE
* if not a practising Christian, a sympathy towards the ethos of a church school
* a sense of humour

**The Job**

In addition to the responsibilities applying to all main grade teachers, the post involves the following:

# Professional Expectation

* advance planning of all work
* working within the aims of the Department and by implication, the School.
* being aware of developments in the teaching of Physical Education
* following departmental procedures
* maintenance of class registers
* carrying out necessary assessments and writing pupils reports
* lesson organisation including girls’ changing room supervision, equipment organisation, dealing with non-participants and productive use of teaching time
* helping all pupils and students in both class and extra-curricular activities to work effectively
* running extra-curricular clubs and team practices after school
* organising school fixtures and recording results
* attending departmental meetings
* assisting as a member of the teaching team with the development of Physical Education across all key stages.
* ensuring that all groups are adequately equipped with PE equipment

Each member of the department should also expect to carry out other related responsibilities as the need arises, which will be reasonably allocated by the Head of Department.

All teachers are responsible for the discipline and safety of the pupils assigned to them.