



# Bishop Vesey's Grammar School

## Job Description

Job Title	<b>Teacher or Practitioner of PE/Games and Head of Hockey</b>  <b>This role is suitable for qualified teachers or applicants with a coaching background.</b>
Salary scale	<ul style="list-style-type: none"> <li>• <b>MPR/UPR for teachers</b></li> <li>• <b>Competitive salary for applicants with coaching background</b></li> </ul>

1.0	<b>Job Purpose</b>
1.1	to assist the Headteacher in the teaching and learning in the school to achieve the outcomes required by Government regulations and the School Development Plan adopted by the Governing Body
2.0	<b>Generic Responsibilities:</b>
2.1	undertake the duties and responsibilities of a classroom teacher as required by the Headteacher
2.2	plan and prepare lessons for students in assigned classes
2.3	teach, through a range of methodologies, assigned students, according to their educational needs and learning styles
2.4	understand and apply the departmental monitoring and assessment procedures for student performance through the homework and marking policy and through testing arrangements, including the setting and marking of work and preparation for internal/external exams
2.5	communicate and consult, in accordance with school policy, with parents of the assigned students, in particular by attending Parents' Evenings, completing reports and card marks
2.6	undertake staff professional development and training in line with school procedures, including arrangements for Performance Management and reviews of methods of teaching and programme of work
2.7	understand and apply the Code of Conduct for student behaviour and personal appearance in and beyond the classroom during school activities, safeguarding the Health & Safety of students
2.8	engage in discussion with the Head of Department about personal professional deployment and time allocation for the delivery of the department's provision
2.9	attend and participate in meetings which relate to departmental activities and/or whole school issues and contribute to whole-school policy and the future development of the school
2.10	attend assemblies unless a dispensation has been granted by the Headteacher
2.11	take part in the duty at morning break in accordance with school practice
2.12	participate in an equitable system of cover in accordance with policies agreed within the school
2.13	assist the Headteacher and Senior Leaders with the promotion of the school by contributing to and/or attending public events in the school calendar
2.14	support and/or contribute to the extra-curricular provision in the school (incl.

	work-related learning and the preparation for specific tests and/or interviews)
2.15	understand and apply the School's Health and Safety policy in relation to departmental areas and in relation to student involvement in departmental activities both on and off site
2.16	assist the Head of Department with departmental links with feeder schools, Higher Education establishments and other outside organisations as appropriate
2.17	be involved in the pastoral organisation of the school as deemed appropriate by the Deputy Head
2.18	promote the safeguarding and welfare of people you are responsible for or come into contact with
2.19	ensure all tasks are carried out in compliance with all school policies and procedures, to include the Equality & Diversity Policy, Data Protection Policies & Procedures, Health & Safety Policy & Procedures, Use of Social Media Policy and the Staff Code of Conduct.

3.0	<b>Specific Responsibilities as a Form Tutor (if required)</b>
3.1	ensure that the register is marked punctually and kept up to date as required by the law and by School Policy as outlined in the School Handbook, including the efficient monitoring and recording of absences
3.2	implement, within the Form group, the School Policy on appearance, uniform and conduct of students, including their relationships with others as a member of the school community
3.3	liaise with the appointed Registrars and deal with returns and requests for information about students in the Form as required
3.4	attend assembly as Form Tutor unless a dispensation has been granted by the Headteacher
3.5	keep up to date records of students in the Form and contribute to references and reports for internal or external use, including UCAS
3.6	deliver the pastoral curriculum work as directed by the Head of Year and/or Teacher i/c PSHE/Citizenship and attend Year Group meetings with the Head of Year
3.7	conduct one formal individual guidance interview with Form Members per academic year
4.0	<b>Line Management – Responsibility to and for</b>
4.1	required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a teacher under the reasonable direction of the Headteacher
4.2	to report to the Head of Department, Head of Year, Deputy Heads and Headteacher as appropriate
5.0	<b>Special Conditions</b>
5.1	the duties required of a teacher shall be such as to exercise the teacher's professional skills and judgement
5.2	a teacher on the Upper Pay Range shall meet the performance threshold standards as specified in the Teachers' Pay and Conditions document
6.0	<b>Review and Amendment</b>
	this job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder

## Head of Hockey:

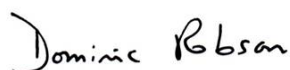
1.0	<b>Job Purpose</b>
1.1	Undertake the duties and responsibilities of the Head of Hockey as required by the Headteacher. As directed by the Director of Sport, assist the PE Department to deliver hockey teaching during the day, for extra-curricular sessions and on Saturdays and tours.
2.0	<b>List of tasks:</b>

2.1	Assist with the delivery of coaching sessions for PE/Games lessons and extra-curricular activities for students of all ages and abilities in conjunction with the PE department.
2.2	Teach and officiate sports offered by the school as and when required (e.g. cricket) with a key focus on leading hockey.
2.3	Ensure students are taught according to their individual needs and abilities, ensuring they develop at their own pace.
2.4	Promote professional standards, punctuality, discipline and sportsmanship to all students and develop levels of fitness.
2.5	Undertake and lead administrative duties for the hockey programme.
2.6	Deliver CPD for PE staff on hockey coaching.
3.0	<b>Specific Tasks</b>
3.1	responsibility for coaching, training and performance of hockey
3.2	design, develop and deliver hockey coaching to students at all levels throughout the school on both a curricular and extra-curricular basis
3.3	specific responsibility for the coaching and development of the boys' hockey squads, giving students detailed feedback regarding their areas of improvement. Manage and accompany teams and other teams.
3.4	work with the Director of Sport to review and develop hockey provision as well as schemes of work and coaching drills that all staff can access.
3.5	promote hockey within the school and encourage students to join hockey clubs and promote gifted students to County/Regional representation.
3.6	deliver lunchtime hockey sessions on the astro-turf or in the sports hall Monday to Friday as directed by the Director of Sport.
3.7	inform the Director of Sport on any developments or relevant matters regarding hockey.
3.8	deliver after school sessions from 3.15pm – 4.45 pm as direct by the Director of Sport.
3.9	flexibility to deliver additional training sessions if appropriate.
3.10	be available for sporting tours if appropriate.
4.0	<b>Line Management – Responsibility to and for</b>
4.1	to report to the Director of Sport, Head of Years, Deputy Heads and Headteacher as appropriate
4.2	to report to the Director of Sport as day-to-day line manager
5.0	<b>Special Conditions</b>
	N/A
6.0	<b>Review and Amendment</b>
	the list of tasks is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder

### Specific List of Tasks – Updated January 2026

Signature of Post Holder: ..... Date: .....

Signature of Headteacher: ..... Date: .....  
or designated SLT member



Dominic Robson  
Headteacher