ADDERLEY PRIMARY SCHOOL

JOB DESCRIPTION
TEACHER OF PHYSICAL EDUCATION MPS/UPS

RESPONSIBILITIES
To be responsible for carrying out the professional duties of a teacher as set out in the current Teachers’ Pay & Conditions Document and the Teachers’ Standards document, demonstrating performance to threshold standards and to include the standards contained within the job description for Main Scale Teacher.

UPPER PAY SPINE
Experienced teachers on the upper pay spine will, under the guidance and direction of the Strategic Leadership Team, be responsible for coaching and mentoring staff as per the requirements laid out in the Teachers’ Standards document.

PURPOSE OF THE JOB
The teacher will teach Physical Education in KS1 or KS2 and work in partnership with the Strategic Leadership Team to create an achievement culture where all children receive a high quality education and have the opportunity to make at least good progress in order to achieve their maximum potential.

TEACHING AND LEARNING
The Teacher is responsible for providing a high quality educational atmosphere where children have the opportunity to fulfil their potential for intellectual, emotional, physical, spiritual and psychological growth. The Teacher will be responsible for organising and implementing learning and teaching programmes that will result in children making good or better progress and achieving their full potential.

The Teacher works under Strategic Leadership Team to create and maintain a learning environment which promotes and secures good or outstanding teaching, effective learning, high standards of achievement and progress and good behaviour and attitudes to learning.

The Teacher will be responsible for:-
- Fostering a passion for PE and performance to the highest standards
- Ensuring that PE provision offered is wide and varied
- Working with the PE Leader to ensure the PE is taught, according to the curriculum
- Working as a team with fellow classroom teachers, teaching assistants
- Maintaining a well organised and pupil friendly environment and create a lively and interactive lessons
- Being an exemplary PE teacher, teaching a broad cross-section of PE / Games skills as required
- Recording and report the progress of pupils to parents in their skills, understanding and knowledge of PE, according to school policy
- Promoting the safeguard and welfare of pupils, according to Health & Safety and Child Protection developments
- Completing registers and monitor attendance of pupils during school time, fixtures and clubs
- Being vigilant in preventing bullying and work swiftly to resolve incidents of bullying following the school’s policy
- Keeping reports of pupil behaviour, completing pupil notes following any incidents and making contact with parents to discuss pupils behaviour.
- Refereeing and coach school teams as appropriate
- As directed by the Strategic Leadership Team and PE Leader, communicating effectively with parents and maintaining regular contact and a good working relationship with parents.
- Supporting the PE Leader in ordering and managing the PE department resources and equipment.
- Enriching the PE curriculum by inviting sports people into school, arranging workshops and organising extracurricular events and visits.
- As directed by the Strategic Leadership Team and PE Leader, liaising with other schools to develop a regular calendar of fixtures and the optimum number of team games.
- As directed by the Strategic Leadership Team and PE Leader, being responsible for Sports clubs
- Keeping abreast of Health and Safety developments and implement these as appropriate and adhere to risk assessments for all P.E related activities both on-site and off site
- Supporting the PE Leader in reviewing, on an annual basis, the PE Policy Document, Scheme of Work and Risk Assessments
- Carrying out other duties commensurate with the role as prescribed by the Strategic Leadership Team.

CONTINUING PROFESSIONAL DEVELOPMENT
The Teacher will be responsible for:

- Participating in schemes of staff development and performance review.
- With support from line manager, developing their practise through coaching and mentoring.
- Reviewing from time to time their methods of teaching and programmes of work;
- Participating in arrangements for their further training and professional development as a teacher.

DISCIPLINE, HEALTH AND SAFETY
The Teacher will be responsible for:

- Maintaining good order and discipline among pupils in accordance with the policies of the school and safeguarding 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.
- Participating in meetings at the school which relate to the curriculum for the school or the cycle of school improvement and development.

COVER
The Teacher will be responsible for:

- Where required by the Strategic Leadership Team, supervising and teaching any pupils whose teacher is not available within the guidelines of the Local Authority and teacher associations.

ACCOUNTABILITY
The Teacher will accountable to the Strategic Leadership team for the standards of attainment and achievement of the children they teach.

The Teacher will:

- Plan and teach a personalise curriculum that meets all learners needs and promotes progress.
- Assess pupils in line with school systems and make assessment information available to senior staff in line with performance management criteria.
- Contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the school;
- Support the vision and ethos of the school through their words and actions and act as a role model for pupils, parents, students and other staff.
- Contribute to the establishment and monitoring of systems which keep parents well-informed about children’s achievements and progress and encourage parents to help achieve challenging targets for their children;
- Challenge under-performance at all levels and ensure effective corrective action and follow up strategies.
LINE MANAGEMENT — RESPONSIBILITY TO AND FOR

1) Responsible to The Strategic Leadership Team and the Governing Body
2) Responsible for the standards of attainment and achievement in the pupils you teach.
3) Responsible for the standards of involvement, attainment and achievement in Physical Education across school.

CONDITIONS OF EMPLOYMENT
This appointment is subject to the current conditions of employment of teachers contained in the School Teachers’ Pay and Conditions Document, the Education Act, the required standards for Qualified Teacher Status, subsequent Orders in terms of duties and working time, also any local agreements, Local Authority circulars and guidelines giving interpretations of teachers’ conditions of service.

REVIEW AND AMENDMENTS
This job description is normally subject to an annual review. It may be amended at the request of the Head Teacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

COMPLAINTS
If, following review and amendments, agreement is not reached, the appropriate procedures should be used for the settling of any disputes.

Job Description and Person Specification issued by:

................................................................. (Signature of Head Teacher)

Copy received by:

................................................................. (Signature of Teacher)

Date: .............................................................
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<tr>
<th>PERSON SPECIFICATION</th>
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<tr>
<td>TEACHER OF PHYSICAL EDUCATION</td>
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<tr>
<th>INITIAL QUALIFICATIONS</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td>1.1</td>
<td>Qualified Teacher status with a specialism in primary PE.</td>
<td>Evidence of continuous INSET and commitment to further professional development</td>
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<tr>
<th>EXPERIENCE</th>
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<td>2.1</td>
<td>Experience/ confidence to teach across the primary age range.</td>
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<td>2.2</td>
<td>Know how to challenge and differentiate for children of varying abilities.</td>
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<td>2.3</td>
<td>Have experience of working with other adults, support staff, teachers and other professionals in the classroom.</td>
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<td>2.4</td>
<td>Experience of teaching across the primary phase including EYFS.</td>
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<td>2.5</td>
<td>Have taken a lead role in organising and implementing extracurricular activities.</td>
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<tr>
<th>PROFESSIONAL KNOWLEDGE, SKILLS AND APTITUDE</th>
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<tr>
<td>3.1</td>
<td>Good working knowledge of the programmes of studies in the National Curriculum for Physical Education.</td>
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<td>3.2</td>
<td>Able to use ICT skills effectively for themselves and for teaching across a wide range of subjects, including PE.</td>
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<td>3.3</td>
<td>Understanding of assessment for learning and its use to raise standards in all subjects/ areas of learning.</td>
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<td>3.4</td>
<td>Able to use effectively different teaching and learning styles.</td>
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<td>3.5</td>
<td>Able to create a safe, happy, challenging, stimulating and effective learning environment for all children.</td>
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<td>3.6</td>
<td>Ability to encourage independent learning.</td>
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<td>3.7</td>
<td>Ability to work closely as part of a team.</td>
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<td>3.8</td>
<td>Communicate effectively (both orally and in writing) to a variety of audiences.</td>
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<td>3.9</td>
<td>An understanding of the role of parents and the community in school improvement and how this can be promoted and developed in an inner city setting.</td>
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<td>3.10</td>
<td>Ability to make use of appropriate data and other evidence to analyse the performance of pupils and set targets for improvement.</td>
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<td>3.11</td>
<td>To have the ability to contribute positively to curriculum development.</td>
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<td>3.12</td>
<td>Able to provide effective support to all groups of children including those identified as gifted and talented.</td>
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<th>PERSONAL ATTRIBUTES</th>
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<td>4.1</td>
<td>Self motivated and hard working.</td>
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<td>4.2</td>
<td>Able to initiate ideas and put them into practice.</td>
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<td>4.3</td>
<td>Have a commitment to personal development.</td>
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<td>4.4</td>
<td>A sense of humour and the ability to make learning fun.</td>
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<td>4.5</td>
<td>Proven record of improving standards through high quality physical education in a primary school.</td>
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<th>OTHER JOB SPECIFIC REQUIREMENTS</th>
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<tr>
<td>5.1</td>
<td>Ability to work cooperatively within a team.</td>
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<td>5.2</td>
<td>Display warmth, care and sensitivity in dealing with children.</td>
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<td>5.3</td>
<td>Self-evaluative and adaptable to changing circumstances and new ideas.</td>
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<td>5.4</td>
<td>Able to enthuse and reflect upon experience.</td>
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<td>5.5</td>
<td>Willingness to be involved in the wider life of the school.</td>
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<td>5.6</td>
<td>Ability to work flexibly.</td>
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<td>5.7</td>
<td>Ability to prioritise and manage time well.</td>
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<td>5.8</td>
<td>Excellent interpersonal/communication skills.</td>
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<th>SAFEGUARDING &amp; CHILD PROTECTION</th>
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<td>6.1</td>
<td>Committed to safeguarding and promoting the welfare of children and young people.</td>
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<td>6.2</td>
<td>Willingness to undergo an enhanced Disclosure and Barring Service (DBS) check is required for all successful applicants.</td>
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<th>CONTRA INDICATORS</th>
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<td>7.1</td>
<td>Record of offences against children.</td>
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<td>7.2</td>
<td>Unsatisfactorily accounted for breaks in employment.</td>
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<tr>
<td>7.3</td>
<td>Unsatisfactory DBS/ overseas criminal records checks.</td>
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