



KNIGHTSBRIDGE SCHOOL

PE & Games Teacher - Job Description

Purpose

To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the Director of Sport and the Strategic Management Team (SMT).

Responsibilities

1. Planning

- (a) Plan teaching to achieve progression in children's learning;
- (b) Identify clear teaching and learning objectives and specify how they will be taught and assessed;
- (c) Maintain accurate records of children's progress in PE, Games, Swimming and health, fitness and well-being;
- (d) Set tasks which challenge children and ensure a high level of interest;
- (e) Set appropriate and demanding expectations and targets for children's learning, motivation and work;
- (f) To incorporate recommendations from the Learning Support Department according to the requirements of the Special Educational Needs (SEND) Code of Practice;
- (g) Ensure coverage of programmes of study and schemes of work;
- (h) Plan opportunities to contribute to children's engagement with, and love of sports and to their personal, spiritual, moral, social and cultural development;
- (i) Ensure the efficient and effective deployment of adult support, e.g. Teaching and Learning Assistants;
- (j) Complete planning and contribute to the development of schemes of work as required by the Director of Sport and the SMT.

2. Teaching and Class Management

- (a) Establish and maintain a safe environment and a purposeful working atmosphere which supports learning and in which children feel secure and confident;
- (b) Set high expectations for children's behaviour, establishing and maintaining a good standard of discipline through well-focussed teaching and through positive and productive relationships;
- (c) Maintain discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour, and standards of work;
- (d) Provide clear structures for lessons, maintaining pace, motivation and challenge;
- (e) Use a variety of teaching methods to:

- (i) structure information well, including outlining content and aims and summarising key points as the lesson progresses;
- (ii) instruct, demonstrate and give accurate explanations using appropriate vocabulary;
- (iii) use effective questioning, listen carefully to children, give attention to errors and misconceptions;
- (iv) match approach to the content and the children;
- (v) provide planned adult intervention, and first-hand experience;
- (f) Select appropriate learning resources and develop proper learning skills and learning behaviours
- (g) Ensure children acquire and consolidate knowledge, skills and understanding appropriate to the subject taught;
- (h) Critically evaluate teaching to improve effectiveness;
- (i) Encourage children to think and talk about their learning, develop self control and independence, concentrate and persevere, and listen attentively.

3. Monitoring, Assessment, Recording and Reporting

- (a) Assess how well learning objectives have been achieved and use them to improve specific aspects of teaching;
- (b) Monitor children's skills regularly and set targets for progress;
- (c) Assess and record children's progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which each child is achieving;
- (d) Undertake assessment of children as requested by examination bodies and school procedures;
- (e) Prepare and present informative reports to parents;
- (f) Report to parents regularly on their child's progress;
- (g) Fulfil the requirements of the school's Assessment Policy.

4. Curriculum Development

- (a) Develop plans which identify clear targets and success criteria;
- (b) Contribute to the whole school planning activities.

5. Professional Requirements, Standards & Quality Assurance

- a) As required, take lead responsibility for an aspect of the school's work;
- b) Display enthusiasm, understanding and commitment to ensure the children's experiences are positive and underpin their educational lives;
- c) Attend and contribute purposefully to the life of the school through effective participation in morning briefings, staff meetings, departmental meetings, regular staff meetings and through the use of the management systems necessary to coordinate the management of the school;
- d) Attend school events and functions, e.g. parents' evenings, as required;
- e) Be proactive in matters relating to health and safety;
- f) Behave and dress in an appropriately professional manner and set a good example through personal presentation and personal and professional conduct;
- g) Build effective and professional working relationships with children, staff, parents and visitors;
- h) Contribute to the School's Development Plans as required;
- i) Co-operate closely with colleagues in the delivery of the curriculum;
- j) Endeavour to give every child the opportunity to reach their potential and meet high expectations;

- k) Have a working knowledge of teacher's professional duties and legal liabilities;
- l) Have good numeracy and computer skills;
- m) Have good spoken and written communication skills;
- n) Keep parents appropriately informed about the curriculum;
- o) Liaise effectively with parents and governors as necessary;
- p) Operate at all times within the stated policies and practices of the school;
- q) Research and avail oneself of training and development opportunities and regularly attend Continuous Professional Development (CPD) sessions, taking responsibility for their own professional development and duties in relation to school policies and practices;
- r) Support the aims, ethos and purpose of the school and ensure the school achieves these effectively through a positive contribution as an individual and a team;
- s) Take part in the school's annual appraisal programme;
- t) In addition, carry out other duties as reasonably required by the Head.

PE & GAMES

- a) To teach Physical Education to a high standard; promoting the teaching of PE, specifically Rugby, Football, Netball, Cricket and Swimming with a view to teaching the skills, ensuring the progression of required ability, and improving the pupils' general fitness.
- b) To enhance the reputation of the department, both within the school and amongst parents and visitors;
- c) Actively contribute to the organisation of both PE and Games programmes for all students and to help with the organisation of fixtures, transport and catering.
- d) To support members of the academic staff or teaching assistants who are assisting with Games ensuring that pupil discipline is maintained;
- e) To promote the well-being, health and happiness of the children in their lesson and any other assigned groups; foster positive self-esteem and have high expectations of children's work and behaviour;
- f) To liaise with other staff teaching PE and Games;
- g) To attend staff and planning meetings as required;
- h) To keep up to date with new initiatives in sport;
- i) To hold current First Aid and coaching certificates or be prepared to go on courses for same;
- j) To supervise children at the beginning and end of lessons and until they are collected from matches;
- k) To help keep the games storage areas, check equipment and report any replacements needed to the Director of Sport;
- l) To help organise Sports Day;
- m) To take after school clubs and squad training
- n) To attend Parents' and other meetings and Saturday sports events;
- o) To provide cover for absent colleagues at the discretion of the Deputy Head Academic or other senior members of staff;
- p) To notify the school office of team selection and ensure good communication of relevant information;
- q) Be vigilant in terms of health and safety and carry out risk assessments where necessary.