



NEWCASTLE
UNDER
LYME
SCHOOL

Job Description

Full-Time Teacher of Girls' PE – One Year Maternity Cover (2019-2020)

Responsible to: Head of Girls' Sport

Line Managed by: Head of Girls' Sport

Responsible for: Girls' PE and Games delivery

Primary function: Teaching Girls' PE and Games

Specific Responsibilities

We require a well-qualified, motivated and experienced **Full-time Teacher of Physical Education** (temporary for three terms from September 2019) to join our highly regarded Sports Department. Candidates must have the ability to teach and coach Senior School Sport to a high standard, whether this is in the context of PE lessons, after-school clubs or competition. The successful applicant must have the ability to apply themselves to a range of sports, with the ability to deliver netball particularly important in this role. In addition, all members of our Senior Sports Department do assist with our Prep School's Sports, if required.

Experience of delivering GCSE or A level PE would be viewed positively.

Job Description

The following items are included in the professional duties which a teacher may be required to perform under the reasonable direction of the Head of Girls' Sport and Headmaster.

1. Teaching

Having regard to the curriculum for the school:

- a.) Planning and preparing stimulating and interesting courses and lessons for pupils in Senior School (and the ability to assist with our Prep School's sports if required);
- b.) Teaching, according to their educational needs, the pupils assigned to her/him, including the setting and marking of work to be carried out by the pupils in school and elsewhere;
- c.) Assessing, recording and reporting on the development, progress and attainment of pupils;
- d.) Organising and participating in extra-curricular activities;
- e.) a keenness to share in the department's ethos which aims to support each pupil as they seek to fulfil their potential;
- f.) Assisting in the delivery of academic PE at GCSE and/or A level if required.

2. Other activities

- a.) Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to her/him;
- b.) Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports;
- c.) Making records of and reports on the personal and social needs of pupils;
- d.) Communicating and consulting with parents;
- e.) Attending assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions. Full-time teachers are expected to adopt a form teacher role with part-time staff being allocated a similar role in proportion to their hours;
- f.) Communicating and co-operating with persons or bodies outside the school as required;
- g.) Participating in meetings arranged for any of the purposes described above;
- h.) Contributing, wherever appropriate, to the wider life of the school in areas such as the administration and preparation of entrance assessments and outreach to other schools;
- i.) Attending and contributing to Open Day activities;

- j.) Contributing keenly to the extracurricular environment in school through taking fixtures, clubs and activities both at lunchtimes, after-school and at weekends, as reasonably required.
- k.) Leading sports fixtures autonomously, in relation to umpiring/refereeing;
- l.) Leading teams to fixtures, utilising school transport and minibuses
- m.) The ability and experience to deliver netball to a high standard and run netball teams and fixtures. The ability to deliver and lead competitive sport and teams in other areas will also be valued, as will any insight or experience in delivering high level sport in a school or broader setting.

3. Assessment and reports

Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

4. Appraisal

Participating in arrangements made for the appraisal of her/his performance and that of other teachers.

5. Further training and development

- a.) Reviewing from time to time her/his methods of teaching and programmes of work;
- b.) Participating in arrangements for her/his further training and professional development as a teacher.

6. Educational methods

Implementing, as advised by the Head of Girls' Sport, course delivery and working with other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment, coaching and pastoral arrangements.

7. Discipline, health and safety

Maintaining good order and discipline among the pupils 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.

8. Staff meetings

Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.

9. Cover

Supervising and, so far as practicable, teaching any pupils whose teacher is not available to teach them.

10. External examinations

Participating in arrangements for preparing pupils for external examinations, as appropriate.

11. Management and Administration

- a.) Taking part, as may be required of her/him, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- b.) Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing

support for the teachers in the school, and the ordering and allocation of equipment and materials.

13. General

Adhering to the policies of the school and, in particular, policies relating to the safeguarding of children.

Person Specification for Full-time Teacher of PE (Temporary one year maternity cover)

- A well qualified graduate with QTS or the equivalent gained through experience able to meet all safeguarding requirements in accordance with an enhanced DBS check
- Successful teaching experience with a track record of consistently enabling pupils to achieve very high standards in a range of sports. A strength in Netball would be of interest alongside broader strengths in other sports with the ability to contribute and lead and coach competitive netball teams from Year 7- 13.
- The ability to take fixtures, including the potential to manage school transport and/or use the school's minibuses would be desirable
- Evidence of continuing professional development in relation to subject area
- A clear understanding of recent developments in teaching and learning
- Excellent interpersonal and communication skills
- A reliable and dependable member of staff with an excellent work ethic
- A pro-active and positive approach to change
- The ability to deliver GCSE or A level PE would be of interest
- Strong organisational skills, with the ability to work under pressure and to tight deadlines and to manage competing priorities
- Good working knowledge of common ICT applications, with a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning, teaching and school organisation
- A good team player with strong communications skills and energy
- The ability to inspire and motivate students of all ages and levels of ability
- The ability and keenness to contribute to the extracurricular life of the school
- The ability to contribute to the school's pastoral system, for example, in a form teacher role