

## **Job Description**

**Job Title:** Head of PE and Games (0.8FTE)

**Reports to:** Deputy Head Teacher and ultimately Head Teacher

**Job Purpose:** To teach such pupils and subjects as may be required by the Head Teacher in accordance with the timetables, policies and schemes of work laid down by the school and to provide outstanding pastoral care.

### **Main Duties and responsibilities:**

#### **Teaching:**

- To plan, prepare and deliver PE and Games lessons in accordance with the scheme of work set out by the school and the school's planning and assessment procedures.
- To ensure that the quality of teaching and learning in lessons is of the highest possible quality.
- To maintain high expectations of pupils and ensure that teaching approaches and materials are commensurate with their capability, so that the optimum standard of achievement is reached.
- To maintain good discipline and ensure excellent behaviour.
- To monitor pupils' progress and conduct and contribute to report writing.
- To record pupils' awards, rewards and sanctions.
- To implement appropriate health and safety policies and procedures in order to ensure a safe, effective, child friendly environment in all lessons and activities.
- To provide risk assessments as appropriate.
- To be aware of the pastoral and medical needs of the pupils in your charge.
- To teach swimming to children in Forms 3 – 6.
- To organise Sports Days for EYFS/KS1 and KS2.
- To ensure students have access to appropriate opportunities both within and outside school.
- To maintain records to show rates of participation in events/competitions and programmes.
- To have (or be willing to gain) the relevant qualifications to drive the school minibus to weekly swimming lessons at the local pool and to local fixtures and other events as required.
- To keep up to date with initiatives relating to the teaching of PE and Games.

#### **Extra Curricular Activities**

- To be aware of the current sporting commitments that the school has and to seek to develop them. This is to include coaching, fixtures and tournaments and the preparation of pupils for possible sports scholarships or awards.
- To run sports related clubs, fixtures and activities and to assist with other after school clubs or activities if required.
- To co-ordinate the writing of match reports for the school website, newsletters and social media.
- To escort the pupils to and from events and activities where appropriate.

**General**

- To cover when required for absent colleagues or work alongside other teachers.
- To teach such lessons, subjects and activities as required by the school's primary curriculum.
- To communicate with parents and/or carers as appropriate.
- To attend Parents Evenings.
- To attend whole school Staff Meetings and additional meetings as required.
- To attending staff Inset training days.
- To carry out supervisory duties at break and lunch times for the whole school.
- To lead assemblies when required.
- To attend overnight residential trips as required.
- To attend the main school functions such as open days, plays/concerts, carol service and prize giving.
- Any other duties deemed reasonable by the Head Teacher.

**Note**

This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the school evolve over time and their features vary from year to year.

## **Person Specification - Head of PE and Games**

### **Suitable candidates will be:**

- A qualified teacher
- A teacher of proven high ability
- Have a strong enthusiasm and passion for sport.
- Have a personal commitment to high quality education and to the ethos of our school.
- Be able to teach successfully and creatively across the full range of age and ability from Nursery to Year 6.
- Qualified to teach swimming and to lifeguard or have a willingness to gain these qualifications.
- Able to demonstrate outstanding behaviour management skills.
- Able to plan, monitor, evaluate and review proactively.
- Able to work and meet deadlines.
- Flexible and adaptable.
- Open minded and consultative, but dynamic, innovative and independent.
- Warm, kind, giving and sympathetic.
- Good level of competence in the use of ICT.
- Able and willing to drive (or learn to drive) a school minibus for fixtures etc.
- Enthusiastic and willing to 'go the extra mile'
- Articulate
- IT literate
- Committed to promoting healthy living and well-being
- Willing to co-operate with the Head

### **He or she will have:**

- An ability to preserve and enhance the school family ethos
- A proven track record of quality teaching.
- Excellent communication and organisational skills
- The ability to relate well to children, teachers, support staff, Head and Governors
- The personality and interpersonal skills to gain the respect and co-operation of the parents
- High levels of initiative and commitment and lots of energy.
- Integrity, a great sense of humour and be fun to work with.