Primary PE/Swimming Instructor Job Description

Position	Primary PE/Swimming Instructor
Reporting Relationship	Primary Principal
Working Relationships	Primary Teachers, PYP Coordinator, Primary Teaching assistant, specialist teachers, Advancement Centre teachers

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Description:

The Primary Physical Education (PE) Teacher is responsible for all the teaching and learning that goes on in the designated Grades and classes.

General responsibilities:

- Ensure a physically and emotionally safe environment for students through positive framing, kind communication with students and adults, and predictable, consistent routines;
- Use classroom and behavioral management strategies that are positive, structured, consistent, respectful and responsive to student needs, to build a safe, orderly, inclusive and positive classroom community;
- Use understanding of pedagogical theories relevant to the physical education to guide students effectively;
- Use understanding of developmental stages in physical development to guide students effectively;
- Use a wide array of data to make instructional choices and create action plans to increase student achievement, including dynamic student grouping for small group instruction;
- Utilize an effective approach to behavior management, time management, organization and appearance, planning, teaching, and monitoring learning;
- Demonstrate an understanding of inquiry and give students choices to show their understanding;
- Encourage students to interact and work cooperatively with others and engage all students in activities;
- Promote independence and employ strategies to recognise and reward achievement of self-reliance;
- Respect all deadlines set out by the PYP Coordinator and the IB, and keep proper documentation;
- Work towards exhibiting the physical development with individual or groups of students through: tournaments, sportsdays, swimming gala, performances or any other appropriate medium.

Curriculum related responsibilities:

- Plan Units of Inquiry and lessons by following IB curriculum framework collaboratively with the PYP coordinator, teachers and other specialist teachers, both for Transdisciplinary Units

and for stand-alone Units;
- Ensure that the students are encouraged in their physical learning and development in a meaningful and engaging way;
- Write and implement learning objectives that are challenging and measurable;

Other responsibilities:
- Have an active role in the wider curriculum, participating in extracurricular activities and school trips and extension activities as necessary;
- Be responsible for communicating effectively with external stakeholders as parents on the individual progress of students through all means used at ISD. This includes being responsible for: report cards, Seesaw messages, parent meetings upon school's or parents' request;
- Take on active supervision during scheduled duties;
- Maintain confidentiality of privileged information about students, faculty members, and administration;
- Play an active role in organising sport related events;
- Read and properly use the IB guidelines for PYP.

Collegiate Responsibilities & Expectations:
- Understand and live the school's mission.
- Contribute positively to staff morale.
- Work as a team player.
- Create and maintain a safe and positive working environment and relationship with the Sport Assistants. Making sure the TAs are involved, challenged and valued and the TA is given suitable responsibilities;
- Create and maintain a safe and positive working environment and relationship with the Child Care Assistant (CCA) if appropriate. Making sure the CCA is involved, challenged and valued and the CCA is given suitable responsibilities;
- Maintain professional working relationships with colleagues, line managers, and administrators.
- Maintain professional relationships with students, parents and staff.
- Take part in all training provided by the school, both internal and external.
- Be prepared to report back about training and/or provide in-service to colleagues.
- Actively participate in Appraisal Procedures.
- Represent the school by being a good role model.
- Model the qualities of the IB learner profile and attitudes and be an active member of the learning community.

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