

P.E. TEACHER

Line manager: Head of Primary

The P.E. Teacher is expected to:

- encourage high standards in all aspects of school life
- contribute to the effective and efficient management of the School
- promote a school culture that is happy, purposeful and productive
- support and motivate pupils, teachers and other school employees
- encourage consultation and discussion.

The P.E. Teacher is responsible for the progress of the pupils they teach. She is responsible for helping support colleagues within the Primary and for participating fully in the work of Primary. Furthermore, she should help promote a working atmosphere that encourages cooperation and values the contribution that individuals make to the work of Primary.

1. General Responsibilities

The P.E. Teacher will:

- promote the School's aims
- support the priorities established in the Primary Development Plan
- contribute to the formulation of the Primary Development Plan
- take an active interest in the life of the School
- attend parents' meetings, Departmental meetings, working party meetings and staff meetings, as and when required
- ensure that school policies are carried out consistently

2. Responsibilities in the Classroom

The P.E. Teacher will:

- teach individuals or groups according to their needs
- make sure the area in which she teaches is organised to facilitate teaching activities; this includes the arrangement of equipment, and the general, overall sense of order that encourages purposeful and safe activities
- encourage a feeling of enthusiasm for the subject being taught
- plan and prepare well-structured, clearly-presented lessons appropriate to the abilities of all pupils
- be punctual to lessons, preferably arriving before pupils enter the teaching area
- experiment with a variety of teaching styles and activities
- make sure lesson content covers the syllabuses taught
- set tasks which challenge pupils and make them think
- encourage high standards of work in all aspects of the subject

- establish a good standard of discipline by encouraging a positive, proactive approach to study and by building productive relationships with pupils
- liaise with class teachers about pupils who are having problems in lessons
- follow the Behaviour and Rewards Policy to reward effort and achievement

3. Administrative Responsibilities

The P.E. Teacher will:

- read the noticeboard and keep up to date on published information, e.g., letters home, advance warning of events, etc.
- read the Primary Development Plan regularly
- keep her copy of the Staff Handbook up to date
- keep to published deadlines
- distribute books, materials and equipment as needed
- write reports according to the published guidelines and deadlines
- write assessments according to the published guidelines and deadlines
-

4. Responsibilities to Parents

The P.E. Teacher will:

- provide accurate, helpful information to parents at Parents' Meetings
- prepare reports to parents
- make sure that the language used in reports is clear and jargon free
- assess, monitor and record the progress of all pupils' in order to be able to provide accurate information to the HOD's, Assistant Head of Primary, Head of Primary or the Headmistress, as and when necessary.

5. Responsibilities within Primary

The P.E. Teacher will:

- attend Primary meetings
- contribute to the effective and efficient running of Primary
- follow policies on behaviour, rewards, etc.
- share ideas about teaching and learning
- support teachers in developing new materials
- invite colleagues into the classroom
- take part in and contribute to INSET activities offered in Primary and by the School
- contribute to cross-curricular activities and initiatives
- take on responsibilities within Primary as part of an ongoing process of staff development

- keep up to date with developments in the subject and in education generally
- carry out a share of supervisory duties in accordance with published schedules

8. Other Responsibilities

The P.E. Teacher will:

- carry out other responsibilities as the Headmistress may reasonably require during term-time.