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**Job Description**

**Job Title:** PE Teacher

**Reports to:** Head of PE

**Job Purpose:** The PE Teacher enables all children of mixed ability in all years to become enthusiastic and to reach their potential in physical education.

The School is seeking a Teacher of PE to join a very successful team.

Responsibilities

1. Teach PE within the National Curriculum Guidelines, including GCSE, and promote, coordinate and participate in sports activities throughout the school year.
2. Plan and prepare lessons in advance in collaboration with colleagues and ensure that learning is kept within curriculum targets.
3. Carry out departmental and school assessment procedures and marking policies.
4. Record and report on the development, progress and attainment of pupils including attending meetings with parents to discuss attainment and progress.
5. Keep a disciplined class whilst promoting the general well-being of children.
6. Organise PE/Sport workshops for staff and parents when appropriate.
7. Participate in the provision of co-curricular activities including liaising with other schools and clubs to arrange fixtures
8. Maintain resources to the required safety standards and renew, as necessary within the budgetary allowance.
9. Book sports facilities (like swimming pools, fields, tennis courts) and carry out the necessary administration as required.
10. Assist the Head of PE in reviewing development plans, curriculum documents and policies.
11. Promote development within PE and identify any associated staff development requirements.
12. Carry out playground duties as timetabled or when necessary.
13. Attend school meetings and In Service Training as and when required.
14. Maintain an appropriate awareness of and work effectively within the policies and procedures of the school
15. Operate safely within the workplace and maintain a high standard of practice.
16. Behave professionally at all times and maintain confidentiality of information.
17. Promote and safeguard the welfare of the pupils that fall under your responsibility or that you come into contact with.
18. Such other duties that the Headteacher may reasonably and from time to time require.

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| CRITERIA | ESSENTIAL | DESIRABLE |
| Education/Training/Professional Qualifications | PE Degree plus/including Teaching Degree/PGCE or recognised equivalent  PE and Sports experience – teaching and practical. | Further relevant professional qualifications and professional development work.  Teaching experience  First Aid qualification |
| Skills and Abilities | Ability to prioritise workloads  Ability to work on own initiative  Ability to inspire pupils with an enthusiasm for learning  Good interpersonal and communication skills  Good team player  Good IT skills | Willing to use parental help  Ability to lead INSET sessions  Ability to drive a school mini-bus |
| Knowledge/Experience | Knowledge of best practice for Teaching and Learning.  Up to date knowledge of current learning strategies  Professional understanding of the educational needs of children | Evidence of continuous professional development  Experience of coordinating/organising fixtures |
| Other | Enthusiasm for sports  Recognition of the delivery in cultures and nationalities within the school  Willingness to be involved in extra-curricular activities including after school inter school competitions  Support of the school’s Catholic ethos |  |

March 2023