

PE Teacher Job Description

Wembley Manor – PE Teacher

TITLE: PE Teacher

REPORTING TO: Headteacher and SLT

SALARY/GRADE: MPS/UPS Inner London + SEN Allowance

PURPOSE OF JOB

- Promote, develop and maintain a culture that promotes high student aspirations, and supports pupil well-being.
- Deliver programmes of learning in PE that ensure the highest levels of personalised outcomes for the students and manage the resources and personnel to ensure these outcomes.
- Ensure the safety and well-being of the students during physical activities in PE lessons and at break and lunch times.
- Ensure all students undertaking the PE option choice, irrespective of their barriers to learning, leave Wembley Manor with appropriate PE or associated qualifications/accreditations.

ORGANISATIONAL RELATIONSHIPS

Responsible to:

The Deputy Headteacher and the Assistant Headteachers for each key stage

MAIN DUTIES AND RESPONSIBILITIES

Strategic Leadership of the curriculum

The post holder will

- Ensure that the PE curriculum and programme of study is aspirational, challenging and fit for purpose. Maintain their own CPD record in order to provide strategic leadership of their curriculum area with support from their line manager.
- Advise SLT on curriculum developments in their area. Including keeping up to date with changes to the National Curriculum; disseminate information to all staff; lead staff meetings when appropriate.
- Adapt the curriculum for SEND pupils
- Maintain an allocated resource budget.
- Assess and advise on health and safety for physical activities
- Report to the Headteacher and the standards committee of the Governing Body concerning PE developments and impact.
- Write an annual action plan to support the development of PE across the school. Audit current practices, resources and environments to ensure they remain relevant and meaningful.

Teaching and Learning

The post holder will take responsibility for the following areas for their subject:

- Planning and delivering lessons with differentiated outcomes/ensuring the curriculum is accessible for all.
- Planning and assessing the curriculum delivery for each individual in the class group, including personalised learning programmes for individual students.
- Behaviour management in accordance with school behaviour policy, which includes supporting interventions and implementing behaviour support plans for each individual in the group.
- Direct the work of the Teaching Assistants & Learning Support Assistants to ensure there are outstanding expectations and outcomes for learning of all students and groups through targeted focused interventions.
- Liaise with the Trust's Speech and Language Therapists and Occupational Therapists with regards to development and delivery of appropriate approaches and interventions and implement their advice.
- Support the school to plan and deliver sport related enrichment and take the lead on organising Sports week/Sports day and sport competitions with other schools.

Assessment

The post holder will:

- Maintain and develop the PE department assessments package.
- Gather accurate and reliable data on progress of students at all key stages.
- Review regularly progress of students at KS3 and advise on suitable accreditation
- Provide opportunities for all KS4 students to gain suitable accreditation.
- Follow procedures set by the exam boards in order to maintain our accreditation status for PE.
- Meet all deadlines in relation to assessment.

Interventions

The post holder will:

- Liaise with the Pastoral team, MAST team, DSL & SLT to identify those students who would benefit from PE interventions.
- Provide suitable interventions for identified students.
- Provide feedback on and evaluate the effectiveness of PE interventions.

Health and Safety

The post holder will:

- H & S checks have been completed.
- Equipment is safe, regularly checked and complies with H & S requirements.
- Appropriate risk assessments are completed.
- Kit and equipment is kept clean and tidy and is well organised.
- Regular activities planned for break and lunchtime have a risk assessment that is regularly reviewed
- Liaise with the Site Manager, SLT and Trust Health and safety leads to ensure compliance in regard to PE equipment, rooms and activities.

Student Well-being

The post holder will:

- Pastoral care and safeguarding of the students in their care is of the highest standard.
- Liaise with class teachers, pastoral team and DSL regarding day-to-day safeguarding and well-being issues.
- Be aware of health care plans and positive behaviour support plans/risk assessments for students and make the necessary adjustments to support the students.
- Meet with parents as directed or required

Management of the class

The post holder:

- Contribute to the efficient and effective organisation of the various teams within the school.
- Performance Management and setting appraisal targets for Teaching Assistants supporting PE.
- Planning and directing the work of the Teaching Assistant(s) working within their team and lessons
- Supporting supply staff to work effectively with our students.

Efficient and effective deployment of resources

The post holder will take the Lead role in the following areas:

- Planning PE Educational Visits and ensuring appropriate Risk Assessments are completed.
- Ensuring appropriate resources are available for the delivery of the curriculum.
- Directing Teaching Assistants to support activities, classes and individual pupils in PE lessons.
- Apply for and successfully achieve various School PE/Sport related awards e.g. School Games Mark, Healthy Schools award, Youth Sport Trust Quality Mark, PE Life skills award, Sports Leader/Ambassador Awards etc.

Accountability

The post holder will take responsibility for:

- Reporting on pupil progress using accurate moderated data in line with school policies.
- Taking the lead in submitting students for exams and accreditations in conjunction with the Exams Officer, DHT and AHT for KS4 and ensuring all statutory deadlines and criteria are adhered to.

Other

The post holder will:

- Contribute to the creation and development of an organisation in which all staff recognise that they are accountable for the success of the school.
- Attend and participate in regular meetings, fulfil responsibilities as specified on school rotas and duties.
- To attend and participate in planned training sessions.

This job description details responsibilities but is not prescriptive and does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake other duties and responsibilities

commensurate with the grade and scope of the post. This job description may be subject to amendment, to meet the changing needs of the Trust, following appropriate consultation and will be reviewed annually.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I agree to undertake the duties listed above.

Name Date:

Signed