

St Helen's School

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Teacher of PE – Job Description



JOB DESCRIPTION

Teacher of PE

The Purpose

We are seeking inspirational PE teachers to lead and work alongside existing staff to further develop a high-quality performance environment and a clear, progressive pathway of sporting opportunities for pupils, both within the school and through strong links with the wider community.

The initial focus will be across hockey, netball, cricket and badminton, with opportunities for staff to contribute according to their experience, expertise and individual strengths.

The role will support the development of stronger and more purposeful links between curriculum PE, co-curricular sport, school teams, performance opportunities, clubs and community provision. Our aim is for pupils to experience a clear and progressive pathway from their participation in school through to opportunities beyond it, whether that is representative or performance sport, club participation, recreational activity, or simply developing a lifelong enjoyment of being active.

We are committed to creating an environment in which every pupil can find an appropriate level of challenge, development and opportunity. For some pupils, this may provide a pathway towards representative or high-performance sport; for others, the focus may be on participation, confidence, friendship, wellbeing and developing positive habits that continue throughout their lives.

The role is therefore about much more than delivering sport or selecting teams. It is about contributing to a culture of participation, development and performance, where every pupil is encouraged to engage, progress and fulfil their potential. Through this approach, we aim to provide pupils with meaningful opportunities to develop a lifelong connection with sport and physical activity.

The Post

St Helen's is looking to appoint a permanent full-time Teacher of PE.

Hours: This is a full-time position but hours of work may vary depending on fixtures and events.

Salary: Competitive salary dependant on qualifications and experience

The role will report to: Head of PE and Sport

Main Responsibilities

All teachers are expected to ensure the highest standards of teaching and learning by:

- Preparing and delivering challenging and differentiated lessons across 3-18 years.
- Using all available data and information to ensure that each student is provided with an appropriate programme of study.
- Keeping up to date with developments in the teaching of their subject.
- Take a full and active role in the School's Co-Curricular programme across the whole sporting programme, fixtures and trips.
- Work with the Director of Sport to ensure Schemes of Work are effective, relevant, and aligned with the school's sporting vision.



Other Duties:

- Carry out such duties as may reasonably be required by the Head of PE and Sport.
- Support and promote the school's ethos, aims and objectives.
- Work towards and support the school vision and the current school objectives outlined in the School Strategic Plan.
- Promote and safeguard the welfare of pupils and adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy.
- Promote and support pupil wellbeing by providing pastoral care, monitoring student progress, and fostering a positive and inclusive classroom environment as a dedicated form tutor.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere.
- Promote equality of opportunity for all students and staff.
- Help sustain a school culture and curriculum which promotes an ethical education for all including promoting positive strategies for challenging discrimination of any kind.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents, and colleagues.
- Engage actively in the performance review process.
- All sports staff at St Helen's School are expected to contribute to the wider sports programme as required. This will include supporting other sports, assisting with fixtures, and coaching outside of their primary lead responsibility, to ensure the smooth running of the department and to maximise participation opportunities for all students.
- Undertake other reasonable duties related to the job purpose required from time to time.

Sport Lead Responsibilities

Coaching Responsibilities

- Lead/manage the coaching of one/two St Helen's School sport programmes, covering all year groups (3-18).
- Oversee the planning and delivery of pre-season and off-season training, ensuring athlete development is continuous throughout the year.
- Stay up to date with developments in coaching for your specific sport(s) programmes through regular INSET and external training opportunities.
- Foster staff development and provide opportunities for internal and external INSET.
- Tailor coaching to meet the needs of individual students, ensuring that all athletes progress appropriately.

Administrative Responsibilities

- Organise a balanced fixture list for competitions across all age groups.
- Organise and manage pre-season training schedules.
- Input all fixtures and logistical information onto SOCS, ensuring all data is accurate and up to date.
- Regularly review and update the lead sport risk assessment.
- Work with the Head of PE and Sport to plan and manage a touring schedule for your lead sport/s.



Performance

- Lead and work alongside current staff in developing Netball (Lead Position), Hockey, Badminton and Cricket.
- Partner with the Head of PE and Sport to develop athlete and team pathways, focusing on creating a reputation for developing performance competitors.
- Oversee the use of video analysis in relevant sport, to support performance enhancement.
- Establish and refine conditioning programmes to develop physical resilience and athletic capabilities over time.

Participation

- Ensure that there are ample opportunities for all pupils to participate competitively in your lead sport(s).
- Organise and manage annual House sport competitions, relevant to your lead sport(s), to increase student involvement.
- Encourage students to explore different roles in your lead sport(s), including coaching and officiating.

Wider Community

- Build and maintain strong relationships with local clubs, universities, and feeder schools to expand opportunities for the pupils in your lead sport(s).
- Enhance links with National Governing Bodies, universities, and local clubs to benefit all stakeholders at St Helen's School in relation to your lead sport(s).
- Actively participate in the St Helen's School partnerships programme, promoting your sport within the wider community.

The Person

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- A strong honours degree in relevant or associated subject.
- A teaching qualification such as PGCE (or equivalent).
- Experience of teaching PE.
- Experience of coaching or leading a particular sport discipline and/or playing to a high standard.
- A passion and enthusiasm for sport and Physical Education as a subject.
- A love of teaching and learning and a commitment to further professional development.
- Be able to work well with others and develop the curriculum through collaborative planning.
- Detailed understanding of current developments in the secondary curriculum and assessment.
- Ability to plan and prioritise workload to meet deadline, including managing multiple tasks/projects/priorities simultaneously.
- Calm under pressure, ability to remain articulate, and be a confident communicator.

It is desirable for the successful candidate to have the following qualifications, experience, and personal attributes:

- Experience of teaching GCSE and A Level Physical Education.
- Knowledge and experience of how technology can be used to support learning.
- Experience of working in an independent school.



APPLICATION PROCESS

Closing date: 10pm Sunday 4th October 2026

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

