

Queenswood



PERSON SPECIFICATION
AND JOB DESCRIPTION



Teacher of
Physical
Education



JOB DESCRIPTION

Job Description The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	Teacher of Physical Education
Main Purpose of the job:	<ul style="list-style-type: none"> To be aware of and seek to fulfil the aims of the school To establish good working relationships with all staff (teaching, administrative and ancillary) and to liaise with them as necessary To establish good working relationships with pupil To be well disposed towards them and to praise and encourage them as much as possible. A strength in of some/all of the following sports: Hockey, Netball, Swimming, Badminton, Cricket, Athletics, Tennis, Fitness, Gymnastics.
Reporting to:	Head of PE (in liaison with the Director of Sport)
Reporting to the job holder:	
Main responsibilities and duties	<p>Activities specific to the department</p> <ul style="list-style-type: none"> Delivery of the PE Curriculum in Key Stages 3 and 4 To contribute to the Sixth Form PE options programme Teaching of GCSE and A Level PE Coaching of sports teams and contribution to the co-curricular programme. <p>General expectations of teachers at Queenswood</p> <ul style="list-style-type: none"> Planning and preparing courses and lessons, including close liaison with Sports Graduates to request equipment and practical activities a week in advance Teaching, according to their educational needs, the pupils assigned to him/her, including the setting and marking of work to be carried out by the pupil in school and elsewhere Inculcating a love of the subject and to encourage pupils to use appropriate current ICT technologies within their teaching Assessing, recording and reporting on the attainment, progress and development of pupils. Maintaining good order and discipline Promoting the subject and the department within and outside the school, working towards the aims of the school and departmental development plans in each case having regard to the school's curriculum. <p>Other Activities</p> <ul style="list-style-type: none"> Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her Taking an interest in the personal and social needs of pupils, and

communicating as appropriate with the Head of Year, Housemistress and Tutor

- Attending Parents' Meetings and seeing parents by appointment
- Participating in meetings for any of the purposes described above.
- Taking an active role in the co-curricular programme
- To provide occasional support to other departments and school Houses: the aim is to encourage good inter-departmental relations, pupil support and co-curricular success.

Assessments and Reports

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

Review, Further Training and Development

- Reviewing annually methods of teaching and programmes of work in consultation with the Heads of Department.
- Participating in arrangements for further training and professional development as a teacher.

Discipline, Health and Safety

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere. Particular attention to subject-specific health and safety requirements and risk assessments.

Meetings and School Functions

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements
- Attending all official school functions.

Absence/Cover

- In the case of unavoidable absence, setting work for pupils as far as is practicable.
- Supervising pupils as required. The Senior Management Team will make every effort to arrange additional help in cases of prolonged absence.

Public Examinations

- Participating in arrangements for preparing pupils for public examinations and in assessing pupils for the purposes of such examinations;
- Recording and reporting such assessments; and participating in arrangements for pupils' presentation for and supervision during such examinations.

Boarding School Duties

- Taking responsibilities, shared by the whole staff, to ensure the smooth running of a boarding school. These will include one or more of the following:-
 - Tutor, House Tutor
 - Helping with clubs, societies or activities
 - Providing escorts at the end of terms.

Conclusion

A teacher should set high personal and professional standards at all times.

Other duties that are deemed appropriate to the role by the Principal.

Person Specification		
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.		
	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good honours degree in a subject relevant to the teaching aspects of the role • A recognised teaching qualification • Full UK Driving licence 	<ul style="list-style-type: none"> • Proficiency in ICT • Coaching qualifications in the relevant speciality and one or more of the other sports offered at Queenswood • Recognised First Aid Qualification
Experience:	<ul style="list-style-type: none"> • Suitable for someone with some experience of teaching or a new entrant to the profession. • Performance and or coaching experience in the relevant sports speciality. 	<ul style="list-style-type: none"> • Experience of teaching Physical Education to at least GCSE • The ability to encourage participation in sport or PE • Experience in coaching young people and umpiring team sports
Skills	<ul style="list-style-type: none"> • Communication of concepts in an articulate, positive and sensitive way • Ability to use a range of teaching strategies to enthuse the full range of abilities • Understanding of the interests and concerns of children • Good time management and organisation skills • Attention to detail 	<ul style="list-style-type: none"> • Empathetic • Ability to use own initiative • Intellectual curiosity • Ability to mentor young sportswomen within the scholarship programme
Knowledge	<ul style="list-style-type: none"> • A deep and infectious subject knowledge and the ability to communicate it • The ability to apply personal knowledge and experience to the subject • An awareness of current trends and challenges in PE teaching • Keen interest in the speciality area 	<ul style="list-style-type: none"> • Knowledge of the specifications taught at Queenswood • Wide sporting interests
Personal competencies and qualities	<ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours • Positive attitude to use of authority and maintaining discipline • Willingness to work beyond the standard teaching week (e.g. evening or weekend fixtures, residential tournaments) • The ability to lead a speciality: development and performance 	