TRELOAR TRUST

JOB DESCRIPTION

**Post:**  Teacher of Physical Education

**Accountable to:** Deputy Head of School

**Location:** Treloar School, Holybourne

**Job Purpose:** Teaching of PE between Key Stages 1-5, with the majority of teaching being at KS3 and 4.

To lead, organise and run swimming lessons to a safe level, in line with Health and Safety regulations.

To assist in managing and co-ordinating Physical Education across the school

**KEY TASKS**

**PE Teaching**

* Plan and prepare courses, schemes of work and individual lessons, appropriate to the needs, interests, experience and existing knowledge of the pupils in each class.
* Teach PE to classes at Key Stages 1 - 5 covering a range of courses, to include Entry Level Physical Education, GCSE Physical Education and Sports Leaders Levels 1-3.
* To develop and expand an appropriate topic based curriculum, demonstrating flexibility, variety and creativity in teaching methods, to include sensory exploration for students working at P-levels.
* Take part in appraisals and reviews of one’s own work as arranged by the Head of School and the Deputy Head of School.
* Evaluate and review one’s own teaching methods, materials and schemes of work and make changes where appropriate in light of student need and national initiatives.
* Keep up to date with current educational thinking and practice, both by study and by attendance at courses, workshops and meetings with other teachers.
* Provide written assessments, reports and references relating to the development and learning of individual pupils and groups of pupils.
* Record the development of students, progress and attainment, both within curricular and extra-curricular sporting activities.
* Seek and resource new equipment that will be advantageous to school students.
* Plan for and promote an inclusive attitude towards PE and disability sport.
* Develop and maintain enrichment opportunities for young people around sport, working with colleagues within the PE and Sport department.
* Organise and lead extra-curricular activities, appropriate to the sporting season.
* Maintain good order, discipline and respect for others among pupils.
* Develop relationships with and between pupils conductive to optimum learning.
* Build and maintain co-operative relationships with parents by communicating learning/progress when necessary and at parent meetings.
* Deploy support staff to facilitate learning and to support therapy and care needs.
* Safeguard health and safety.
* Promote understanding of the school’s rules and values.

**Swimming Teaching**

* Oversee and support the coordination and safe use of the swimming pool and the equipment/resources within this learning environment.
* To provide competent advice, guidance, information, training and instruction in the use of the swimming pool.
* To ensure high standards of conduct are maintained in respect of the management and use of the pool.
* To ensure that high standards of safety are maintained by reporting to relevant departments.
* To ensure a high standard of cleanliness and housekeeping exists in and around the pool area.
* To ensure first aid kits and rescue equipment are complete and available at all times
* To ensure that means of escape in case of fire is kept clear and unobstructed at all times
* To ensure high standards in respect of the application of safe systems at work and safe operating procedures with, for example, hoists and wheelchairs.
* To ensure that regular simulation exercises are carried out to assess organisational response in the event of an emergency, such as a fire.
* To undertake reviews and audits of the swimming pool and its use in accordance with organisational requirements.
* To co-manage the team of swim assistants, ensuring that tasks are delegated and carried out to a high standard

**Acting as joint-lead for PE across the school**

* To organise the framework for teaching your subject area, ensuring plans and schemes of work are kept up to date.
* To ensure that an appropriate differentiated curriculum is delivered in your subject area to meet the needs of each student, and that the curriculum is evaluated with other subject teachers.
* To monitor and support teachers in the delivery of your subject area
* To arrange and hold meetings in relation to colleagues Continuing Professional Development and complete the necessary paperwork
* To regularly meet other teachers and therapists to share information and plan
* To hold and deploy the budget for your subject, ensuring that new relevant resources are purchased and maintain/organise existing resources
* To embark on training to ensure practice remains up to date and relevant to job
* To train other teachers as appropriate, in matters relating to your subject area
* To plan, organise and run sporting events within the school alongside external clubs and national governing bodies.
* To produce reports on sporting events, within the school and extra-curricular.
* Keep an up-to-date list of those who are Gifted and Talented within the subject.
* To offer opportunities throughout the academic year for internal and external work-experience
* To support the planning, development and maintenance of sport facilities.
* To communicate with other departments, such as Health and Safety management, Facilities and Safeguarding management, to ensure all sport/learning environments are suitable for purpose and safe to use.
* To encourage external visitors to observe PE lessons
* To develop and share a calendar of Sport and Swimming events each academic year.

**Other duties**

1. To support the Trust in safeguarding and protecting the welfare of all students.
2. To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
3. To maintain and develop own professional knowledge and awareness.
4. To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
5. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
6. This job description will be reviewed and amended in the light of changing professional demands.

**PERSON SPECIFICATION – PE TEACHER**

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| **ESSENTIAL** | **DESIRABLE** |
| **Qualifications**   1. Qualified teacher 2. A willingness to undertake a swimming and Lifesaving qualification | 1. Qualified swimming teacher 2. Lifesaving qualification 3. Additional qualification in SEN |
| **Experience of**   1. Successful teaching of PE to young people with SEN 2. Delivering a differentiated National Curriculum for PE 3. Working as part of a team 4. Assessment and planning 5. Working with parents | 1. Disability sports 2. Inclusive approaches 3. Working with therapists to plan for shared outcomes 4. Organising extracurricular sporting activities 5. Planning and delivering an accredited PE course at KS4 6. Managing a budget 7. The considerations and planning required for off-site trips 8. Completing audits relating to subject specific health and safety matters |
| **Skills and Knowledge**   1. Demonstrate flexibility in approach 2. Demonstrate creativity and problem solving in approach to enable inclusion, engagement and learning 3. Manage own time and organise oneself well 4. Able to work successfully as part of a team | 1. Knowledge of the P levels 2. Able to lead and support colleagues |
| **Personal Qualities**   1. A willingness to ‘go the extra mile’ to support students 2. A positive and professional outlook 3. A sense of fun 4. An ability to empathise with others 5. Motivated and able to motivate others 6. An enthusiasm for ongoing professional development 7. A commitment to promoting and safeguarding the welfare of students |  |
| **Special Duties**   1. Organising sporting enrichment activities, including Sports Day and a range of offsite sporting competitions 2. Participate in all parent/teacher meetings (currently 3 per year) and Professional Development days. 3. Making a positive contribution to the development of the school and the quality of provision |  |

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| Treloar Trust is committed  to safeguarding children, young people and Vunerable Adults  All successful candidates will be subject to a Criminal Records BureauCheck  along with other relevant employment checks |

**BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST’S EQUAL OPPORTUNITIES POLICY**

**FURTHER INFORMATION**

**Hours**: Full time, 42 hours a week (with between 22 and 25 hours contact time per week)