



Queen Elizabeth High School

Job Description

Post:	Teacher of PE
Line Manager (s):	Faculty Leader Science & PE, Head of PE
Salary:	Teachers MPS
Responsibilities:	
The teacher will:	
<ul style="list-style-type: none">• Under the direction of the Head of School, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document• Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support the designated curriculum area(s) as appropriate• Monitor and support the overall progress and development of pupils as both class teacher and form tutor• Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential• Contribute to the raising of pupil attainment and achievement• Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth	
Specific Responsibilities:	
<u>Teaching and Learning</u>	
The teacher will:	
<ul style="list-style-type: none">• Teach pupils according to their educational needs, including the setting and assessment of work to be completed by the students in school and elsewhere• Carry out all teaching responsibilities in accordance with the school's policies• Assess, record and report on the attendance, progress, development and attainment of pupils and keep such records as are required• Provide, or contribute to, oral and written assessments, reports and references relating to individual pupils and groups of pupils• Use a variety of delivery methods which will stimulate learning appropriate to pupil needs and demands of the syllabus• Maintain positive behaviour in accordance with school procedures and encourage good practice with regard to punctuality, behaviour, standards of work and homework• Undertake assessments of pupils as demanded by external bodies and provide written and verbal feedback to pupils as appropriate• Use all relevant data to inform learning and teaching• Ensure all teaching assistants are fully prepared and efficiently deployed	
<u>Curriculum and Personal Development</u>	
The teacher will:	
<ul style="list-style-type: none">• Assist in the development of appropriate syllabuses, schemes of work, assessment policies and teaching strategies in their curriculum area• Contribute to the School Improvement Plan for their subject area	

- Contribute to the process of monitoring of the relevant curriculum area(s) in line with agreed school procedures, including evaluation against national and local quality standards and performance criteria
- Take part, as and when required, in the review, development and management of activities relating to the subject curriculum
- Assist the Curriculum Leader to identify resource needs and contribute to the efficient use of physical resources
- Engage actively in the Performance Management process
- Engage in the school's programme for professional development by undertaking further training at regular intervals in consultation with the Curriculum Leader and the Line Manager

Form Tutor

The teacher will:

- Be a form tutor to an assigned group of pupils and will promote the general progress and well-being of individual pupils and the tutor group as a whole
- Register pupils and accompany them to assemblies
- Evaluate and monitor the progress of students and keep contemporary records as required
- Teach the PSHE programme under the instruction of the team leader
- Alert the appropriate staff to any problems being experienced by pupils and participate in any remedial action
- Apply school behaviour strategies to ensure that effective learning can take place

The job holder will be expected to complete the responsibilities/accountabilities effectively.

Other General Duties:

- To play a full part in the life of the school community, to support its distinctive ethos and policies and to encourage staff and pupils to follow this example
- To continue personal professional development as agreed
- Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

Other Information:

Disclosure type: standard/**enhanced**.

This Job Description covers the main duties and responsibilities of the job. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.

Job Holder Name:

Job Holder Signature:

Date:

Line Manager Name:

Line Manager Signature:

Date: