



Job Description

Teacher of Girls Physical Education and Second in Department

Principal Responsibilities

To contribute to ensuring high standards of teaching, learning and behaviour.

Responsible to: The Headteacher via Head of Department

KPIs:

- To ensure the completion of this. Target – Positive progress 8 scores for whole cohort.
- To Line Manage all other PE Department members to include fortnightly meetings. Through the process of Line Management and liaising with Department ensure the completion of: Raising the profile of PE, Extra-Curricular programme, leading GCSE PE with the Department, Inter and Intra school competitions.
- To mentor any student teachers.
- Continue to raise the attendance/competition rates of PE (with a focus on girls PE).

Duties and Responsibilities

- The major task of teachers is to enable all students to achieve their full potential (social, physical, emotional and intellectual) by developing in them relevant skills, competencies, attitudes, concepts and knowledge. Teachers should use their professional judgements and skills to help students to acquire the confidence to tackle all aspects of learning throughout their lives. They should seek to enhance self-esteem and self-fulfilment of students through a supportive, encouraging, yet challenging approach to learning.
- Teachers will achieve these aims by working at or towards the professional standards at the appropriate level. All teachers will be expected to prepare, teach, mark work and keep appropriate records of assessment of designated groups within Team or Departmental areas in accordance with school and Department policies. A wide variety of teaching styles suited to the needs of individuals and small groups as well as whole classes should be adopted.
- All teachers will be expected to work collaboratively with other staff as members of teams, Departments and/or other cross-curricular groups. They will contribute their own particular talents and skills to such groups to aid the production of new initiatives, policies, resources, schemes of work etc.
- In collaboration with students and support staff, all teachers are responsible for caring for the School environment, and teachers take responsibility for their own rooms.
- Teachers should have a concern for the academic and general welfare of students in their care during specific lessons, but teachers who are tutors (and most are) are expected to take a broader responsibility for the development and progression of a group of students.
- Much is expected of teachers at Holmer Green Senior School in order to meet both their own professional fulfilment and the aims of the School, but all staff also have the right to appropriate support, learning and development opportunities and INSET through formal and informal contact with colleagues, particularly Heads of Department, and members of the Leadership Team.
- Teachers are encouraged to assist in the development of any aspects of the school to which they feel drawn.

Specific Duties and Responsibilities as Second in Department

- Support the Head of Department in providing guidance to colleagues in matters of student learning, behaviour and standards of work in the Department.
- Assist the Head of Department to ensure assessment procedures are effective and in line with school policy.
- Assist the Head of Department in setting and reviewing policies for the Department.
- Deputise for the Head of Department as appropriate, eg. in leading Department meetings, attending meetings with heads of other Departments and ensuring the smooth running of the Department.
- Support the Head of Department in the undertaking of performance management across the Department.

Duke of Edinburgh Award C-ordinator

The Duke of Edinburgh Award Co-ordinator is responsible for the smooth running, safety, enthusiasm and success of the Award. Administration of the scheme and residential trips will be managed by the D of E Manager and the D of E Verifier will have overall responsibility for the vision of the scheme. What follows is not necessarily a comprehensive definition, but an overview of the areas of responsibility. It may be subject to modification or amendment after consultation with the holder of the post.

- To be familiar and work in line with the ethos of the School, the School Development Plans, Staff Handbook and School Policies
- To form good relationships with students that promote enjoyment of the D of E programme and are in line with the aims, policies and development plans of the school
- To inspire those working within the D of E programme by personal example
- To keep the Head/Deputy Head informed about issues and progress, including any concerns, developments, annual requirements, and so on
- To ensure that effective policies are in place so that the needs of all pupils including those with particular difficulties, disabilities or other needs are met as appropriate
- To monitor and evaluate the delivery of the D of E Award programme with the D of E Manager and Verifier
- To keep up-to-date with D of E developments and regulations and implement changes as appropriate
- To liaise, communicate and work with the national and local D of E authorities as required
- To ensure that material/displays are in place for School newsletters, Open Days and other events in liaison with the D of E Manager
- To ensure the school's Health and Safety Policy is implemented within D of E, and attend School Health and Safety meetings
- To oversee delivery of the Bronze, Silver and Gold Awards, including recruitment, retention and training of students and ensuring high completion rates
- To manage a database of students participating in the Awards in liaison with the D of E Manager and D of E Verifier
- To plan and organise the annual calendar of events, liaising with the D of E Manager to ensure as few clashes as possible with other activities, events, etc
- To plan and organise the expeditions in partnership with the school's Expedition Provider, Outspark, including letters and consent forms for parents, risk assessments, information booklets, etc
- To attend training sessions, expeditions, Award Ceremonies, and other events, as necessary
- To undertake any reasonable task as directed by the Senior Leadership Team
- To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures
- To be committed to the safeguarding of children and young people

Qualifications Required

- Good honours degree or equivalent
- Qualified Teacher Status
- Evidence of recent or relevant training and development and/or further study

General Requirements

- Attend scheduled meetings
- Actively seek to develop professionally
- Participate in the school appraisal process
- Work within the terms and conditions of the current School Teachers’ Pay and Conditions document
- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Criminal Records Bureau
- In accordance with the provision of the Disability Discrimination Act 1995, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

Postholder

Name

Signature

Date

Headteacher

Name

Signature

Date