

Job Description: **Teacher of PE and Outdoor Education**

<u>Responsible to</u>	Head of Faculty (or Vice Principal)
<u>Responsible for</u>	<ul style="list-style-type: none">• Leading the development and delivery of PE and Outdoor Education across the whole school;• Planning, organising and leading fixtures and relevant educational visits (including expeditions and camps);• Duke of Edinburgh Coordinator.
<u>Aim of the Post</u>	<ul style="list-style-type: none">• To lead and monitor the provision of Physical and Outdoor Education across the whole school• To ensure student progress and maximise outcomes for students in all aspects of Outdoor Education
<u>Principal Responsibility Areas</u>	<p>1. PROFESSIONAL DUTIES</p> <ul style="list-style-type: none">• Carry out the professional duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.• Raise standards of student attainment and achievement across all identified student groups, within PE and monitor and support student progress.• Be accountable for student progress and development within PE.• Develop and enhance the teaching practice of any other teachers who may be involved in delivering the subject.• Ensure the provision of an appropriately broad, balanced and differentiated curriculum for all students.• Be accountable for the Leadership, Management and Development of Outdoor Education.• Effectively manage and deploy support staff and financial and physical resources within the department. <p>2. TEACHING RESPONSIBILITIES</p> <ul style="list-style-type: none">• To undertake an appropriate programme of teaching in accordance with the duties of a classroom teacher.• To regularly review all Health and Safety risk

assessments, revising and implementing controls as necessary to ensure a safe environment, both within school lessons and on educational visits and fixtures

3. STRATEGIC PLANNING

- To lead the development of PE and Outdoor Education, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- To be responsible for the day-to-day management, control and operation of course provision, including effective deployment of staff and physical resources.
- To actively monitor student progress and introduce intervention where necessary.
- To keep up to date with, and implement School policies and procedures.
- To work with colleagues in all departments to formulate aims, objectives and strategic plans which have coherence and relevance to the needs of the individual students and to the aims and objectives of Frewen College.
- To lead and manage planning within the PE and Outdoor Education Department, and to ensure that all planning reflects the individual needs of the students.
- To ensure that the work in the department reflects the distinctive ethos of Frewen College.

4. CURRICULUM PROVISION

- To liaise with the line manager to ensure the delivery of an appropriate, comprehensive, high-quality and cost-effective Outdoor Education programme which complements the School Development Plan, School Evaluation and the ethos of Frewen College.
- To be accountable for the development and delivery of PE and Outdoor Education including relevant aspects of the PSHE curriculum and the SMSC agenda.
- To plan, lead and administer activities relating to the provision of The Duke of Edinburgh Award Scheme
- To schedule, plan and oversee fixtures and relevant educational visits

5. CURRICULUM DEVELOPMENT

- To lead curriculum development for the department.
- To keep up to date with curriculum developments at national and local levels, teaching practice and methodology.

- To liaise with the Examinations Officer to maintain accreditation with the relevant examination and validating bodies.

6. STAFFING

- To continue own personal development in accordance with the School's Appraisal cycle.
- To make appropriate arrangements for classes within PE and Outdoor Education when staff are absent and no work has been set.

7. QUALITY ASSURANCE

- In conjunction with line management, to establish the process of target-setting in PE and to work towards the achievement of all targets.
- To contribute to Frewen College procedures for lesson observations.
- To monitor and evaluate the performance of PE and Outdoor Education in line with agreed Frewen College procedures.
- To seek and implement improvement where required.

8. MANAGEMENT OF INFORMATION

- To ensure the maintenance of accurate and up-to-date information concerning the department.
- To make use of analysis and evaluation of student data.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing the progress of actions taken.
- Produce reports for the department on assessment data, including examination data.
- Manage the department's data collection system.
- To write reports as appropriate.

9. COMMUNICATION

- To ensure effective communication and consultation with parents and carers of students.
- To liaise with other schools, higher education, industry, local community groups etc. as appropriate.
- To contribute to the planning and delivery of Frewen College liaison activities

10. RESOURCES

- To manage the available resources of space, staff, money and equipment efficiently; including

managing the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.

- Work with the Principal and Vice Principal to ensure all lessons are efficiently and accurately timetabled and roomed.

11. PASTORAL RESPONSIBILITIES

- To act as a Form Tutor and carry out all of the responsibilities linked with that role.
- To monitor student attendance in lessons and ensure that follow-up procedures are put in place where necessary.
- To contribute to the delivery of PSHE and SMSC.
- To ensure that the Frewen College Behaviour Management Policy and procedures are implemented across the department at all times.

12. SCHOOL ETHOS

- To play a full part in the life of Frewen College; to support its ethos and to encourage all students and staff to follow this example.
- Actively promote the School's policies at all times.
- Comply with the School's Health and Safety Policy at all times.

To model the behaviours of a leading professional at all times, especially under challenging circumstances.

The job description may be changed to reflect or anticipate changes in the requirements of the position which are commensurate with the job title and grade. This will always be done in consultation with the post holder.

General Teacher Duties

- To carry out duties as detailed in the Teachers' (Terms and Conditions of Service) Regulations
- To carry out all duties in a manner which complies with:
 - (a) current Health and Safety Regulations
 - (b) the requirements of the Children's Charter
 - (c) the School's security requirements
 - (d) the requirements of Frewen College's policy documents
- To act as a Form Tutor to an assigned class and to carry out related duties in accordance with the general job description of a Form Tutor if required.
- To maintain high and exemplary standards in terms of

preparation, classroom management, display and assessment.

- Ensure that a stimulating and relevant programme of study is followed for each child and high standards are achieved.
- To carry out a share of pupil supervisory duties including Prep, in accordance with published rosters.
- To participate in appropriate meetings with colleagues, parents and pupils.
- To implement all school policies and procedures.
- To play an active part in promoting the school ethos, vision, mission and values.
- To be responsible for the organisation and delivery of some school extra-curricular activities.
- To undertake all reasonable duties as requested by the Principal or the Vice Principal.
- To perform any other key tasks which the Principal may reasonably assign.

Terms and Conditions

These duties are not necessarily comprehensive and are subject to annual amendment by the Principal after discussion with the post holder.

In the event of these duties not being performed to the satisfaction of the Principal and Governors, the matter will be dealt with in accordance with disciplinary procedures agreed by the Principal and Governors.

Terms and conditions of employment are set out in the Letter of Appointment/Contract.

Signed:

Date:

Signed: Principal