POST: Unqualified PE Teacher

SALARY SCALE: Unqualified pay range 1-6

HOURS: Full time

This role is subject to the current conditions of employment for teachers contained in the school Teachers pay and Conditions Document (STPCD)

TO WHOM RESPONSIBLE: Head teacher & Deputy Head teacher

STAFF FOR WHOM RESPONSIBLE: To work with all staff in school

JOB PURPOSE: To plan, deliver and monitor a co-ordinated programme of high quality, professional PE lessons, sporting and festival activities that are progressive and reflective of the needs of children and support the aim of increasing participation in PE and school sport by ALL children at Kingsthorpe Grove Primary School.

MAIN DUTIES

- To plan, prepare and implement well-structured and progressive PE lessons and out of school coaching programmes ensuring a high quality, enjoyable coaching experience centred on the needs of children. The coaching programme will link school and the wider community and will aim to provide increased opportunities for children to participate in sport and physical activity.
- To deliver coaching in a range of sporting activities that covers the PPA time of teachers within the school’s PE curriculum and to have a focus on OSHL (out of school hours learning).
- To organise inter-school and intra-school sporting competitions for children.
- Maintain appropriate records, player registration forms and prepare monitoring reports. Submit reports to the school’s Governors.
- To be a positive role model, creating a positive and fun environment in which to motivate and encourage children to participate in sport and physical activity.
- To take positive steps to identify and overcome barriers to participation amongst children, prioritising access and inclusion.
- To agree to abide by the school’s code of conduct, including professional behaviour, relationships and appearance.
- To carry out duties in accordance with the school’s policies, including equal opportunities, child protection, health and safety at work.
- To develop and maintain effective and positive working relationships with all staff, including the wider community and sporting organisations.
- To attend appropriate professional development courses as identified through the post-holders training needs analysis.
- To ensure contacts are made with outside sporting bodies to enable signposting opportunities are made available to specific groups or individuals.
- To keep detailed notes of assessments of each child to ensure progression of skills and knowledge.
• To provide high quality written reports on each child, that contribute to the annual report given to parents during the summer term.
• Maintain the positive ethos and core values of the school, both inside and outside the classroom.
• Provide PPA cover for class teachers.
• Teach all aspects of the PE national curriculum to children across EYFS, Key stage 1 and Key stage 2.
• Safeguard the pupil’s and your own safety when on and off the school premises.
• Attend and contribute to school staff meetings as requested.
• Plan and prepare materials for planned PE and sport activities.
• Teach PE across the whole school.
• Organise cross-curricular and extra-curricular PE and sport across the school.
• Organise and support PE events, tournaments, sports days etc. when required.
• Develop links with external PE and sport providers and community organisations.
• Plan activities to cater for a wide range of abilities.
• Participate in suitable staff development activities.

PLANNING

• Use school agreed planning formats
• Plan appropriately to meet the needs of all pupils, through differentiation of tasks to match needs.
• Keep accurate and up to date assessment records.
• Set clear targets, based on prior attainment for pupil's learning.
• Keep appropriate and efficient records, integrating formative and summative assessment into weekly and termly planning.
• Report to parents on the development, progress and attainment of pupils.
• Show an awareness of equal opportunities in all aspects of the day to day duties relating to staff and pupils and the school community.

TEACHING AND LEARNING

• Use appropriate teaching methods in line with the school policies.
• Have high expectations of behaviour and discipline in accordance with the school's behaviour policy.
• Effectively deploy and manage support staff to meet pupil needs.
• Review, evaluate and set pupil targets.
• Provide a stimulating learning environment, where resources can be accessed appropriately by all pupils.

SPECIAL FACTORS:

Special conditions given below apply:

• The nature of the work may involve the post holder carrying out work outside of normal working hours to accommodate sports events and competitions
• From time to time the post holder will be required to attend training courses, seminars and meetings as required by his/her training needs and the needs of the service.
• This post is subject to a check being carried out at an enhanced level by the Disclosure and Barring Service.
This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

EXPERIENCE
- At least four years’ experience working with children in a mainstream primary school.
- Experience teaching sport to children
- Experience of coaching children, to recognised attributes laid out by national sporting bodies

SKILLS AND ATTRIBUTES
- Excellent communication skills orally and written, including confident presentation to groups of children.
- Demonstrate ability to use own initiative and work without close supervision.
- Nationally recognised coaching qualifications.
- Ability to plan a sequence of PE lessons that build upon knowledge and skills.

Signed:.................................................................

Print name:.......................................................... Date: ................................