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| **La Retraite RC Girls’ School** |
| **Job Description** |
| **Job Title:** Teacher **Responsible to:** Head of PE |
| **Main Purpose of the Job**:   * To contribute to raising standards of student achievement in by teaching a timetable of lessons and supporting the subject leader in the achievement of whole school and department goals as stated in the PE department’s development plan * To work in accordance with the directions laid out in the School Teachers Pay and Conditions Document |
| 1. **General Teaching**   **1.1** To have high expectations of all students based on relevant data  **1.2** To teach using a variety of delivery methods which will stimulate learning, meeting the demands of the curriculum & the needs of the students  **1.3** To assess, record & report on the attainment, attendance & progress of students keeping such records as are required  **1.4** To provide or contribute to oral and written assessments, reports & references relating to individual or groups of students  **1.5** To prepare & update subject materials, including schemes of work  **1.6** To maintain discipline in accordance with the school’s procedures and encourage good practice with regard to punctuality, behaviour & standards of work   * 1. To assess students’ work in line with school policies & procedures referring to student performance targets   2. To ensure that ICT, Literacy and Numeracy are reflected in the teaching/learning experience of students  **2. Curriculum Provision & Development** **2.1** To assist the subject leader in the development of appropriate syllabuses, resources, schemes of work & teaching strategies  **2.2** To contribute to the development & implementation of the subject’s strategic development plan  **2.3** To plan & prepare courses and lessons  **2.4** To attend & contribute to subject meetings  **2.5**  Develop and oversee extra-curricular PE activities  **2.6** To contribute to a ‘safe’ department by ensuring that you present a safe and tidy teaching environment to pupils.  **2.7** Be responsible for ensuring that all necessary Health and Safety checks, risk assessment requirements etc. are carried out in accordance with school policy, legal requirements etc. **3. Monitoring & Evaluation** **3.1** To use data, both externally & internally produced, to assess student performance and to develop appropriate courses of action  **3.2** To review on a regular basis methods of learning and teaching  **3.3** To produce interim and annual reports for all students taught in line with the school’s assessment and reporting policy **4. Pastoral**  **4.1** To be a form tutor to an assigned group of students  **4.2** To liaise with the Year Learning Co-ordinator in implementing the school’s pastoral policies  **4.3** To register students and accompany them to assemblies  **4.4** To enable, encourage & support a form’s participation in the Student Council  **4.5** To monitor student handbooks to ensure that homework is recorded as appropriate  **4.6** To notify the designated Child Protection Officer immediately about any concerns relating to a student  **4.7** To report to the Year Learning Co-ordinator problems experienced by students and how these may be resolved  **4.8** To evaluate, monitor and report on the progress of each student  **4.9** To communicate with parents & outside agencies as appropriate  **4.10** To teach the PHSCE programmes appropriate to the year group  **4.11** To attend form tutor meetings as arranged by the Year Learning Co-ordinator **5. General Responsibilities** **5.1** To participate in the school’s staff development (CPD) programme  **5.2** To continue personal development in relevant areas especially subject knowledge & teaching methods   * 1. To engage actively with the school’s appraisal programme   **5.4** Where appropriate, ensure the effective deployment of classroom support  **5.5** To work as a member of a team, positively contributing to effective working relations within the school  **5.6** To communicate, where necessary with parents and external agencies, following school policies  **5.7** To attend Open Evenings, Parents’ Evenings and other whole-school events  **5.8** To attend Monday morning staff briefings  **5.9** To report to the school’s Fire, Health & Safety Officer Fire, Health & Safety issues undertaking risk assessments where necessary  **5.10** Take part in the arrangements for Appraisals & Observations  **5.11** To undertake break duties as detailed in the Staff Duty Rota  **5.12** To undertake any other duties as the Headteacher or Senior Leadership Team may reasonably require  **5.13** To adhere to the expectations laid out in the Staff Code of Conduct  **Person Specification**  The person appointed to this post must be able to demonstrate:   * An ability and willingness to support the Catholic ethos of the School * Good communication skills, both oral and written * A high level of ICT literacy * Qualifications to degree level and relevant teaching qualifications * An excellent record of punctuality and attendance * Willingness to undertake First Aid Training |
| **Signed by:** Post holder:  Line Manager:  Date: |