



Kelmscott School

"Putting Learning First"

## **PE Instructor Job Description**

Instructors are responsible in the first instance to their head of department and to the Headteacher for carrying out their duties. They are also responsible to the year co-ordinator for matters related to their year team.

Their role is key in the teaching and learning of all students. Their responsibilities include the pursuit of whole school objectives and tasks common to all unqualified teachers.

### **Purpose**

- To implement and deliver an appropriately broad and balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To actively promote school policies.
- To play a full part in the life of the school community, to follow its distinctive aims and objectives.

### **Main Duties**

#### **a) Teaching and learning**

- To instruct students according to their needs including the setting and marking of work carried out both in school and at home.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide or contribute to oral or written assessments or reports on individual students.
- To ensure a high quality learning experience for all students which meets both internal and external needs.
- To support in the preparation and update subject materials.
- To use a variety of teaching methods which will stimulate learning appropriate to the needs of the student and within the confines of the agreed syllabus.
- To maintain good discipline in accordance with the schools procedures.
- To undertake assessment of students as requested by, departmental procedures, school policies and external examination bodies (under supervision)

- To encourage good practice and set high standards of expectation amongst students with respect to punctuality, behaviour, standards of work and homework.

**b) Curriculum Development**

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the specific subject or curriculum area.
- To contribute to the departmental and school development plan.
- To plan and prepare lessons and assist with the preparation of courses.
- To assist the subject leader in developing new and improved teaching and learning strategies.
- To assist the subject leader in the ordering and allocation and effective use of resources and equipment.

**c) Recording and assessment**

- To maintain appropriate records and to provide relevant accurate and up-to-date information on individual students.
- To complete relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning including alerting appropriate staff.

**d) Communication**

- To communicate effectively with parents and carers of students where appropriate.
- Where appropriate to communicate and liaise with outside agencies.
- To take part in such events as open evenings, parents evenings, review days and liaison events with other schools.

**e) Staff development and quality assurance**

- To take part in the schools staff development programme.
- To engage in the schools performance management process.
- To continue to develop professionally and keep up-to-date with current educational issues.
- To comply with the school health and safety policies and undertake risk assessments where appropriate.

# PERSON SPECIFICATION

| Education and Training/Qualifications  | Essential (E) / Desirable (D) |
|--|-------------------------------|
| Qualification in Bachelor's degree or higher   | E                             |
| Coaching/instructor qualification in specialist subject  | E                             |
| Knowledge of recent developments in specialist subject   | E                             |
| Willingness to develop own expertise   | E                             |
| Recent relevant in-service training  | D                             |
| <b>Experience</b>  |                               |
| Involved in extracurricular activities   | E                             |
| <b>Skills, Knowledge and Understanding</b>   |                               |
| Clear communication skills (spoken and written)  | E                             |
| Excellent organisational skills  | E                             |
| Excellent inter-personal skills  | E                             |
| Ability to work well as part of a team   | E                             |
| Willingness to be involved in all aspects of the work of the Department and contribute to the wider life of the school | E                             |
| Commitment to the highest levels of student achievement  | E                             |
| Ability to deliver consistently 'good' lessons or better.  | E                             |
| Ability to teach KS3 and KS4   | E                             |
| Commitment to the ethos of the school  | E                             |
| <b>Other Requirements</b>  |                               |
| Commitment to School and LA Equal Opportunities Policy and Practice  | E                             |
| Readiness to be actively involved in school productions and other performance events                                   | E                             |
| Excellent attendance and punctuality record.   | E                             |
| A commitment to ongoing personal development and willingness to undertake appropriate training.                        | E                             |
| Appointment to the post is subject to a satisfactory enhanced DBS check.   | E                             |