



JOB DESCRIPTION

JOB TITLE	Teacher of PE
DEPARTMENT/SECTION	PE
LINE MANAGER	Director of Sport

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS)
- Complete Child Protection Training
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact

JOB SUMMARY:

Forest require an energetic and enthusiastic Teacher of PE to make a significant contribution to a large, dynamic and forward thinking PE Department. The Teacher of PE will be responsible for delivering high quality teaching, through planning engaging lessons to enable all pupils to make the best possible progress.

The Teacher of PE must be able to demonstrate excellent subject knowledge and communicate this in an enthusiastic and imaginative way. Our core PE programme has recently been revamped and now follows a movement competency approach with modules such as Strength and Conditioning, Parkour, Health Related Fitness and Learn to Run. Any experience in any of these areas would also be advantageous.

In addition, they will be eager to contribute to the routine and extra-curricular life of the school, as well as that of the department by running after school clubs and practices as well as take fixtures on Saturdays.

KEY DUTIES AND RESPONSIBILITIES:

TEACHING AND LEARNING:

- Provide high quality teaching and learning within the subject area from Year 7 - Year 13.
- Prepare and teach a standard timetable (currently 48 lessons over a two-week timetable)
- Responsible to prepare and teach Academic PE (GCSE and A Level – currently the OCR board)
- Prepare and teach core PE for Years 7-9
- To be fully involved in the Games and Activities programme, taking sports teams including Saturday fixtures.
- To model the behaviours and core values of the School and also the PE Department.

- Make a positive contribution to the efficient running of the Department, including setting and marking examinations, attending departmental meetings, undertaking administrative and other tasks as delegated by the Head of Department
- To enhance the quality of teaching and learning in the Department and wider School through sharing resources and good practice, lesson observation, collaborative teaching, mentoring and active participation in continuing professional development
- Actively safeguard and promote the welfare of children
- Support the School's aims and objectives for teaching and learning
- Adhere to and promote all School's policies and procedures
- Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential and which meets their individual needs
- Assess, record and report on the development, progress and attainment of pupils and to communicate this information to parents via written reports and parents' evenings
- Help organise House sporting competitions each term and the annual Sports Days.
- Liaise closely with the Medical Centre in all matters relating to injuries.
- Encourage pupil involvement with local sports clubs.

Additional Information

- The ability to coach cricket and / or hockey to a high level may be advantageous.
- The ability to drive a minibus is desirable.
- A knowledge and/or an appreciation of 'Strength and Conditioning' in its development of movement competency is desirable.

TEACHER - GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any teacher at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School teachers are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

Teaching and Learning

- Plan, prepare and deliver purposeful and productive lessons to assigned classes.
- Be prepared to innovate and devise imaginatively varied ways of teaching their subjects to inspire pupils.
- Encourage pupils and show enthusiasm for their subject in the classroom.
- Mark work according to departmental and School marking policies, giving appropriate feedback and maintaining records of pupil's progress in their subject.
- Demonstrate an awareness of Assessment for Learning strategies and personalise the learning of all pupils, as appropriate.
- Select and use a range of different learning resources and teaching styles, appropriate to subject and topic.
- Participate in mutual lesson observations both within and beyond their department as a part of sharing best practice.
- Use appropriate teaching strategies that allow for the full range of ability and learning styles in each class, particularly taking into account pupils with learning needs.
- Research new topic areas and maintain up-to-date subject knowledge.
- Undertake report writing and the award of internal grades as required.

Department

- Carry out any reasonable subject-related duties assigned to them by their Head of Department.
- Attend department meetings and moderation meetings as requested by their Head of Department.
- Contribute to the Department's devising and writing of new subject materials when required.
- Make themselves familiar with the contents of their Department Handbook and endeavour to follow closely the guidance and Schemes of Work provided in this document.

Co-Curricular

- Contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the School as required by the Head of Department, Deputy Warden or the Heads of Section and Preparatory Schools and be prepared to run or assist with activities beyond lesson times and on Saturdays when required.

Pastoral

- Ensure that they are familiar with the School's health and safety guidance and be responsible of their own health and safety and that of their pupils.
- If full-time, be prepared to undertake the pastoral role of a form tutor.
- Manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, in line with Forest's policies and procedures
- If present in School, attend assemblies and Chapel, supervising the pupils, unless permission has been granted by the Deputy Warden that they be excused.

Other Professional Duties

- Conduct themselves in an appropriate and professional manner at all times
- Support and foster the aims of the School.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings, Parents' Evenings, Inset sessions and similar important functions both in and out of normal School hours, and participate in the main Saturday Open Day for prospective parents and pupils.
- Notify their Head of Department and the Deputy Warden as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Deputy Warden.
- Take part in the School's performance management and appraisal schemes

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest School policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the relevant Head.

